

**BY ORDER OF THE COMMANDER
AIR FORCE INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE AGENCY**



**AIR FORCE ISR AGENCY INSTRUCTION
CHECKLIST 90-233**

28 JULY 2009

Special Management

**AIR FORCE ISR AGENCY COMPLIANCE
AND STANDARDIZATION
REQUIREMENTS LIST (C&SRL)--
COMMUNICATIONS AND INFORMATION
(A6) FUNCTIONAL AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction checklist implements AFPD90-2, *Inspector General—The Inspection System*, and AFIR90-201_AFISRASUP, *Inspector General Activities*. This publication applies to all active AF ISR Agency units and Air National Guard (ANG)/Air Force Reserve Command (AFRC) associate units that have Communication and Information functions. However, within the areas of Multimedia, Visual Information, Video Teleconferencing, Intelligence Publishing, Reporting Requirements and Procedures, Configuration Management of Local and Network Control Centers (LCC/NCC), the checklist items only apply to certain **AF ISR Agency units – not all**. Section, CCO-11, will apply to all AF ISR Agency and AF ISR Agency units with TS/SCI, SIPRNet and NIPRNet networks. AF ISR Agency units with functional system administrator duties must comply with applicable checklist items. The references referred within the checklist are for informational purposes only and are not all-inclusive. This C&SRL supports guidance in law, executive order, higher headquarters publications, MAJCOM publications, and other governing authorities. Send comments and suggested improvements to this instruction checklist on AF Form 847, *Recommendation for Change of Publication*, through command channels, to AF ISR AGENCY/A6-S, 102 HALL BLVD, STE 231, SAN ANTONIO, TX 78243-7099. Maintain records created as a result of prescribed processes IAW AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) as found on the AF portal at the AF Records Management System (AFRIMS) link. Contact supporting records managers as required.

SUMMARY OF CHANGES

Some portions of this document were substantially revised and must be review completely. The Compliance and Standardization Requirements Listing (C&SRL) has been restructured to reflect numerous revisions to Air Force publications governing communications and information systems management and AFI 91-201/AFISRA Supplement, *Inspector General Activities*, guidance on Critical Compliance Objective (CCO), Core Compliance Item (CCI) and General Compliance Item (GCI) criteria. CCOs were renumbered to cover the appropriate functional areas for upcoming unit compliance inspections.

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1. **General.** The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this addendum in conjunction with the unit self-assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. This addendum may be used in whole or in part by HHQ during visits or exercises. Units can supplement this publication to add internal compliance items.

1.1. **Critical Compliance Objective (CCO).** Items defined by the AF ISR Agency Staff as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in significant liabilities, loss of life or serious injury. CCOs are shown in **BOLD AND ALL CAPS FORMAT**.

1.2. **Core Compliance Item (CCI).** Areas that require special vigilance and are important to the overall performance of the unit, but are not deemed “critical”. Non-compliance would result in some negative impact on mission performance or could result in injury, unnecessary cost, or possible litigation. CCIs are shown in ALL CAPS FORMATS.

1.3. **General Compliance Item (GCI).** Areas deemed fundamental to successful overall performance of the unit, but non-compliance would result in minimal impact on mission accomplishment or would be unlikely to result in injury, increased cost, or possible litigation. GCIs are shown in sentence case format.

Table 1.1. Communications and Information (A6) Functional Areas.

ITEM NO	ITEM	REFERENCES
Self Assessment (OPR: AF ISR AGENCY/A6-S)		
CCO-01	IS A COMPREHENSIVE REVIEW OF COMMUNICATIONS AND INFORMATION MANAGEMENT PROGRAMS CONDUCTED DURING THE UNIT’S SELF-ASSESSMENT?	AFI 90-201, PARA 2.5.1.1
Communications and Computer Operations – Special Message Handling and Accountability		

ITEM NO	ITEM	REFERENCES
(OPR: AF ISR AGENCY/A600)		
CCO-02	ARE THERE EFFECTIVE MESSAGE HANDLING PROCEDURES IN PLACE?	
2.1	ARE MEASURES IN PLACE TO MAINTAIN ACCOUNTABILITY FOR TOP SECRET, SPECAT, AND OTHER MESSAGES REQUIRING SPECIAL HANDLING?	AFPD 31-4, DODR 5200.1-R, AFI 31-401
2.2	IS THERE AN OPERATING INSTRUCTION (OI) ESTABLISHED TO COVER CRITIC PROCESSING TO INCLUDE CRITICS, NSA-DIRECTED CRITIC TESTS, IN-STATION CRITIC TEST, AND CRITIC HANDLING REPORT?	DOI-103, CH 2 AND USSID CR1501
2.3	ARE PERSONNEL TRAINED AND QUALIFIED IN HANDLING AND REPORTING CRITIC MESSAGES? IS THE TRAINING DOCUMENTED?	DOI-103 CH 2 AND USSID CR1501
2.4	DO SHIFT SUPERVISORS ASSIGN INDIVIDUALS SPECIFIC TASKS IN PROCESSING CRITIC MESSAGES, PREEMPTING CIRCUITS, CALLING UP PREPARED CRITIC HEADERS, PREPARING TEXT, AND TRANSMITTING MESSAGES?	USSID CR1501
2.5	IF THE CRITICOMM FACILITY SUPPORTS AN OPERATIONAL MISSION, DOES THE FACILITY HAVE A CRITIC ALERTING SYSTEM SUCH AS BELL, VOICE INTERCOM, INTERNAL TELEPHONE, OR BUZZER INSTALLED BETWEEN THE OPERATIONS AREA AND THE FACILITY? ARE ALARM CHECKS PERFORMED AND DOCUMENTED AT THE BEGINNING OF EACH SHIFT?	USSID CR1501
2.6	ARE STAND-ALONE COMPUTERS USED WHEN CONDUCTING IN-STATION CRITIC TESTS TO PREVENT INADVERTENT TRANSMISSION OF THE CRITIC TEST?	DOI-103
2.7	ARE PERSONNEL GIVEN AT LEAST TWO IN-STATION CRITIC TESTS PER MONTH?	DOI-103
2.8	ARE ALTERNATE ROUTES AND METHODS IDENTIFIED FOR TRANSMITTING A VALID CRITIC OR NSA-DIRECTED CRITIC? ARE THE ALTERNATE ROUTES LISTED IN ORDER OF PRECEDENCE TO ENSURE TIMELY PROCESSING?	DOI-103
2.9	IS A CRITIC CHECKLIST, COMPLETED FOR EACH VALID CRITIC, NSA-DIRECTED CRITIC, AND IN-STATION CRITIC TEST? IS THE FORM COMPLETED CORRECTLY AND FILED WITH THE	USSID 301

ITEM NO	ITEM	REFERENCES
	CRITIC?	
2.10	ARE CRITIC HANDLING REPORTS (RCS: NSA-972) PREPARED AND FORWARDED TO NSA AT THE BEGINNING OF THE NEXT DUTY DAY FOR VALID AND NSA-DIRECTED CRITICS? ARE THE REPORTS SENT IN THE PROPER FORMAT WITH ALL REQUIRED INFORMATION TO INCLUDE REASONS FOR ANY PROBLEMS ENCOUNTERED?	DOI-103
2.11	IS AF ISR AGENCY/A60 AND INTERMEDIATE HEADQUARTERS INCLUDED AS INFORMATION ADDRESSEES ON ALL CRITIC CORRESPONDENCE?	USSID CR1501
COMMUNICATIONS AND COMPUTER OPERATIONS – MINIMIZE MESSAGE		
CCO-03	DO LOCAL OIS DEALING WITH MINIMIZE SPECIFY SEGREGATION OF TRAFFIC AND RETURN OF ROUTINE MESSAGES TO ORIGINATORS?	AFI 33-113 PARA 1.7.2
3.1	HAVE CRITICOMM SUPPORT FACILITY (CSF), REMOTE CSFS, TELECOMMUNICATIONS CENTER (TCC), AND CUSTOMER OPERATOR REMOTE (COR) PUBLISHED LOCAL DIRECTIVES EXPLAINING MINIMIZE PROCEDURES TO ENSURE COMPLIANCE?	AFI 33-113 PARA 1.7.2
3.2	ADDRESS LIST (AL)/ADDRESS INDICATOR GROUPS (AIG): RECAPITULATIONS OF AN ADDRESS LIST (AL) CONSIST OF PUBLISHING AN ACCURATELY REVISED TOTAL MEMBERSHIP COMPOSITION. DO THIS AT LEAST ONCE A YEAR WHEN NUMEROUS MODIFICATIONS ARE MADE. ALL RECAPITULATIONS SHOULD INCLUDE A RESTATEMENT OF THE INFORMATION PROVIDED BY THE PROMULGATION (PURPOSE, CLASSIFICATION INFORMATION AND PERMITTED USERS).	AFMAN 33-326 PARA A3.1.4.5
3.3	IS EACH AIG USED AT LEAST TWICE A MONTH?	AFMAN 33-326 PARA 3.1.1.1
3.4	IF AN AIG IS NO LONGER REQUIRED, HAS THE COGNIZANT - AUTHORITY SENT A CANCELLATION MESSAGE?	AFMAN 33-326 PARA 3.1.4.4
3.5	DOES ADDRESSEE INFORM SERVICING TCC, CRYPTOLOGIC SUPPORT FACILITY, REMOTE CRYPTOLOGIC SUPPORT FACILITY WHEN THEY ARE INCLUDED IN AN AIG AND PROVIDE	AFMAN 33-326 PARA 3.1.4.6-7

ITEM NO	ITEM	REFERENCES
	COPIES OF ESTABLISHMENT, RECAPITULATION, MODIFICATION, OR CANCELLATIONS, OF THE AIG?	
3.6	ARE DAG REQUESTS AND CHANGES FORWARDED TO NSA/CSS FOR ACTION? IS AF ISR AGENCY/A6O INCLUDED AS AN INFORMATION ADDRESSEE? ARE THE REASONS FOR CHANGES INCLUDED? ARE DAG REQUEST CLASSIFIED APPROPRIATELY?	DOI-101
3.7	DO CSFS, TCCS AND REMOTE CSFS RESPONSIBLE FOR DAGS MAINTAIN A SEPARATE FOLDER OR DATABASE FOR INCOMING AND OUTGOING DAG MESSAGES ADDRESSED TO OR FROM THE UNIT? DOES THE FOLDER OR DATABASE CONTAIN PROMULGATIONS, RECAPITULATIONS, AND MODIFICATIONS? ARE THE FOLDERS DESTROYED OR DATABASE REMOVED WHEN THE DAG IS CANCELLED BY THE COGNIZANT AUTHORITY?	DOI-101
3.8	ARE REQUESTS FOR RETRANSMISSION OF MISSING ALDAGS SUBMITTED WITHIN 30 DAYS?	DOI-101
3.9	ARE SEPARATE FOLDERS OR A DATABASE MAINTAINED ON FILE FOR ALL GENERAL MESSAGES UNTIL RESCINDED OR SUPERSEDED BY THE ISSUING AUTHORITY?	ACP 121 US SUP 1
COMMUNICATIONS AND COMPUTER OPERATIONS – ROUTING AGREEMENTS		
CCO-04	HAS AN ALTERNATE ROUTING AGREEMENT BEEN PROPERLY ESTABLISHED AND REVIEWED ANNUALLY?	DCA OPLAN 1-96
Communications-Computer Systems and Technical Control (OPR: AF ISR AGENCY/A6OO)		
CCO-05	IS THERE AN EFFECTIVE COMMUNICATIONS AND TECHNICAL CONTROL PROGRAM?	DISAC 310-70-1
5.1	IS A REFERENCE LIBRARY READILY ACCESSIBLE TO TECH CONTROL PERSONNEL?	DISAC 310-70-1, CH 9, PARA C9.5
5.2	ARE REQUIRED PUBLICATIONS IN THE REFERENCE LIBRARY UP-TO-DATE? ARE ALL CHANGES TO DISAC 310-70-1 POSTED?	DISAC 310-70-1, CH 9, PARA C9.5.1, C9.5.2, AND C9.5.3
5.3	ARE ALL APPROPRIATE TECHNICAL MANUALS (TMS), TECHNICAL ORDERS (TOS) AND/OR COMMERCIAL MANUALS AVAILABLE FOR EACH PIECE OF COMMUNICATIONS AND TEST	DISAC 310-70-1 CH 9, PARA C9.5.6.1 AND C9.5.6.2

ITEM NO	ITEM	REFERENCES
	EQUIPMENT?	
5.4	HAVE LOCAL WRITTEN PROCEDURES BEEN ESTABLISHED FOR COORDINATION WITH DISA, ADJACENT FACILITIES, AGENCIES, MAINTENANCE AND COMMERCIAL VENDORS?	DISAC 310-70-1, CH 2, PARA C2.5.19.1
5.5	HAVE LOCAL WRITTEN PROCEDURES BEEN ESTABLISHED TO IDENTIFY ACTIONS TO BE TAKEN IN THE EVENT OF A CONTINGENCY OR SIGNIFICANT COMMUNICATIONS FAILURE?	DISAC 310-70-1, CH 2, PARA C2.5.19.2
5.6	HAVE LOCAL PROCEDURES BEEN ESTABLISHED FOR SCHEDULING AND COORDINATING COMMUNICATIONS DISRUPTIONS?	DISAC 310-70-1, CH 7, PARA C7.3 AND COI 101, CH 2, SECTION II
5.7	HAS A TRAINING PROGRAM BEEN ESTABLISHED TO ENSURE TECHNICAL CONTROL PERSONNEL UNDERSTAND AND CAN APPLY CONCEPTS, THEORIES, AND TASKS?	DISAC 310-70-1, CH 2, PARA 9
5.8	HAVE LOCAL WRITTEN PROCEDURES BEEN ESTABLISHED TO IDENTIFY THE ACTIONS TO BE TAKEN IN THE EVENT OF A PRIMARY AND/OR BACK-UP POWER FAILURE, INCLUDING PROCEDURES OF LOAD SHEDDING, IF REQUIRED PERFORMING TASK?	DISAC 310-70-1, CH 2, PARA C2.5.19.3
COMMUNICATIONS-COMPUTER SYSTEMS AND TECHNICAL CONTROL – OPERATIONAL DOCUMENTATION		
5.9	IS THE MASTER STATION LOG (MSL), DD FORM 1753, OR EQUIVALENT, BEING MAINTAINED? ARE THE REQUIRED ENTRIES ENTERED IN THE MSLS? ARE THEY IN CHRONOLOGICAL ORDER? HAS THE SHIFT SUPERVISOR SIGNED ON AND OFF DUTY?	DISAC 310-70-1, CH 9, PARA C9.3.5
5.9.1	Is a 90-day supply of paper forms or automated form procedure software with both hardware and software backup maintained and accessible to the tech controllers on duty?	DISAC 310-70-1, CH 9, para C9.2.3
5.9.2	Are MSLs maintained separately from ADP system unless the automated files are protected from alteration after RADAY is closed? (any information added after RADAY is closed must be marked to protect the integrity of the MSL.)	DISAC 310-70-1, CH 9, para C9.3.5
5.9.3	Is a hard copy printed at the end of each RADAY? Are hard copies maintained in the same format as the DD form 1753?	DISAC 310-70-1, CH 9, para C9.3.5
5.9.4	Are MSLs maintained in the current file area for 11	DISAC 310-70-1, CH

ITEM NO	ITEM	REFERENCES
	months? (COI reference requires 6 months, however DISA requirement takes precedence)	9, para C9.3.5 COI 104, CH 2, para 221
5.9.5	Is the trouble restoration record, maintained properly? (automated records may be substituted) are they maintained in the current file area for 90 days? In the case where automated procedures are used are records backed up daily and are backups maintained for 90 days?	DISAC 310-70-1, CH 9, para C9.2 DISAC 310-70-1, CH 9, para C9.3.2
5.9.6	Does the TCF/PTF have a viable quality control program in-place?	DISAC 310-70-1, CH 6
5.9.7	Has test and acceptance (T&A) testing been accomplished on all DISA circuits, prior to acceptance for service?	DISAC 310-70-1, CH 6, para C6.5.4
5.9.8	Have quality control tests been accomplished on new equipment to ensure it is capable of supporting user service?	DISAC 310-70-1, CH 6, para C6.5.5
5.9.9	Has annual out-of-service testing been accomplished on all DISA circuits?	DISAC 310-70-1, CH 6, para C6.5.6
5.9.10	Has in-service performance monitoring been accomplished on all DISA circuits?	DISAC 310-70-1, CH 6 para C6.5.7
5.9.11	Is DD form 1697 and/or DD form 1697-1 completed and maintained each time quality control testing is completed?	DISAC 310-70-1, CH 9, para C9.3.3-4
5.9.12	Has a user notification letter been accomplished when a new circuit is activated, an existing circuit is changed, and on an annual reoccurrence?	DISAC 310-70-1, CH 2, para C2.5.20
5.9.13	Is a circuit data card and circuit layout record maintained on all circuits, trunks, and links that appear in the TCF, PTF and/or LCC? (automated record may be substituted.)	DISAC 310-70-1, CH 2, para C2.2.2.9; CH 9, para C9.3.1
5.9.14	Are all patch bays and test boards properly labeled with the last four (4) of the command communications service designator (CCSD) and the telecommunication service priority (TSP) or restoration priority (RP)?	DISAC 310-70-1 CH 2, para C2.5.21
5.9.15	Are systems diagrams maintained that depict the signal flow through the TCF, PTF and/or LCC? (automated diagrams may be substituted)	DISAC 310-70-1 CH 2, para C2.2.2.9
COMMUNICATIONS-COMPUTER SYSTEMS AND TECHNICAL CONTROL - REPORTING		
5.10	ARE REQUIRED CIRCUIT AND TRUNK OUTAGES REPORTED AS STATREPS UPON REQUEST?	COI 101, CH 2, SECTION III, PARA 212C(1) AND ANNEX C
5.10.1	Are the required abnormal conditions reported as conreps	COI 101, CH 2,

ITEM NO	ITEM	REFERENCES
	upon request?	SECTION III, para 212D(2)
5.10.2	Are conreps and statreps prepared promptly once it becomes apparent to the controller that restoration cannot be accomplished within 10 minutes on all special interest circuits and all multi-channel transmission paths?	COI-101, SECTION III, para 212C
5.11	DOES THE TCF/PTF HAVE A TREND ANALYSIS PROGRAM THAT MEETS DISA/NSA STANDARDS?	DISAC 310-70-1, C6.6
5.11.1	Does the TCF/PTF perform trend analysis for the circuits they are assigned responsibility?	DISAC 310-70-1, C6.6.1
COMMUNICATIONS-COMPUTER SYSTEMS AND TECHNICAL CONTROL - CIRCUIT HISTORY AND TECHNICAL FOLDER		
5.12	ARE QUALITY CONTROL WAIVERS, REQUESTS AND APPROVALS MAINTAINED IN THE CIRCUIT HISTORY FOLDER?	DISAC 310-70-1, C9.4
5.12.1	Is documentation concerning qc results, letters, and actions taken to resolve degradations filed in the circuit history folder and kept on file for at least one year?	DISAC 310-70-1, CH 9, para C9.4
5.12.2	Is there a copy of the latest telecommunication service order (tso) or criticomm multiplex order (cmo) that reflects the current end-to-end configuration on file for each circuit?	DISAC 310-70-1, CH 9, para C9.4 COI 101, CH 3, SECTION 1, para 313.
5.12.3	Are in-effect, exception and circuit action (activate, discontinue, change) reports submitted within 72 hours of action and in the proper format?	DISAC 310-70-1, CH 8, para C8.3.3 - C8.3.4
5.12.4	Are exception reports followed by an in-effect report when the exception has been cleared?	DISAC 310-70-1, CH 8, para C8.4.4.2 COI 101, SECTION III, para 212D(1)A
5.12.5	Are all reports maintained in the circuit history folder?	DISAC 310-70-1, CH 9, para C9.4 COI 101, SECTION III, para 212D(1)A
5.12.6	Are delayed service reports completed when necessary?	DISAC 310-70-1, CH 8, para C8.3.3 COI 101, CH 2, SECTION III, para 212D(1)A
Electronic Mail – (OPR: AF ISR AGENCY/A600)		
CCO-06	IS CLASSIFIED E-MAIL PROCESSED ONLY ON APPROPRIATELY ACCREDITED SYSTEMS?	JDCSISS, CH 4, PARA 4.1 TO 4.3.1
6.1	HAS THE UNIT ESTABLISHED AN INITIAL TRAINING PROGRAM TO ENSURE ALL E-MAIL	JDCSISSS, CH 6, PARA 6.3.9.1.3

ITEM NO	ITEM	REFERENCES
	USERS ARE TRAINED ON AIR FORCE E-MAIL POLICY AND APPROPRIATE USE?	AFI 33-119, PARA 1.6.4
6.2	DO USERS ENSURE THE ACCOUNT FROM WHICH THE E-MAIL MESSAGE WAS SENT IS CLEARLY IDENTIFIED (IN THE FROM ELEMENT OF THE E-MAIL HEADER OF THE MESSAGE)?	AFI 33-119, PARA 1.7.3
6.3	ARE USERS FOLLOWING PROPER COORDINATION AND STAFFING OF ELECTRONIC MESSAGING ACCORDING TO LOCAL DIRECTIVES?	AFI 33-119, PARA 3.5
6.4	IS APPROVAL OBTAINED FROM THE CHAIN OF COMMAND BEFORE SUBSCRIBING TO OR PARTICIPATING IN E-MAIL LIST SERVERS AND NEWSGROUPS?	AFI 33-119, PARA 1.8.5
6.5	ARE CLASSIFIED E-MAIL MESSAGES MARKED TO REFLECT THE HIGHEST CLASSIFICATION OF THE INFORMATION CONTAINED IN THE TRANSMISSION, TO INCLUDE ANY ATTACHMENTS?	AFI 33-119, PARA 8.6
6.6	ARE APPROPRIATE DECLASSIFICATION INSTRUCTIONS APPLIED TO CLASSIFIED E-MAIL MESSAGES?	AFI 33-119, PARA 8.7
6.7	ARE UNCLASSIFIED E-MAIL MESSAGES MARKED WITH UNCLASSIFIED MARKINGS WHEN SENT ACROSS CLASSIFIED NETWORKS?	AFI 33-119, ATCH 4
6.8	IS E-MAIL CONTAINING PRIVACY ACT INFORMATION PROTECTED TO PREVENT UNINTENTIONAL OR UNAUTHORIZED DISCLOSURE WHEN SENDING ACROSS THE INTERNET?	AFI 33-119, PARA 8.4 & 8.9.3
6.9	ARE E-MAIL RECORDS EASILY ACCESSIBLE BY INDIVIDUALS WHO HAVE A BUSINESS NEED FOR INFORMATION IN THE SYSTEM?	AFI 33-119, PARA 7.1.2
6.10	ARE E-MAIL ACCOUNTS LEFT OPEN OR UNATTENDED?	JDCSISSS, CH 6, PARA 6.3.1
6.11	ARE SCREEN SAVERS IN USE?	JDCSISSS, CH 6, PARA 6.3.1 & 7.5.6
6.12	IS THERE A BACKUP TAPE OR DISK FOR E-MAIL RECORDS THAT ARE MAINTAINED ON A PC?	AFI 33-119, PARA 7.1.8
Web Management and Internet Use (AF ISR AGENCY/A6 DET4/SCDA)		
CCO-07	DOES THE ORGANIZATION COMPLY WITH AFI 33-129, WEB MANAGEMENT AND INTERNET USE?	AFI 33-129

ITEM NO	ITEM	REFERENCES
7.1	DO UNIT COMMANDERS ENSURE WEB SERVER ADMINISTRATORS, WEB MASTERS, WEB PAGE MAINTAINERS, AND INFORMATION PROVIDERS RECEIVE TRAINING?	AFI 33-129, PARA 3.10.4.
7.2	DO UNIT COMMANDERS INITIATE AND SIGN/APPROVE APPOINTMENT LETTERS FOR WEB SERVER ADMINISTRATORS, WEB MASTERS, AND WEB PAGE MAINTAINERS?	AFI 33-129, PARA 3.10.5.
7.3	DOES THE WEB SERVER ADMINISTRATOR ACCOMPLISH THE RESPONSIBILITIES LISTED?	AFI 33-129, PARA 3.12. THRU 3.12.9.
7.4	DOES THE WEB MASTER ACCOMPLISH THE RESPONSIBILITIES LISTED?	AFI 33-129, PARA 3.13. THRU 3.13.3.
7.5	DOES THE WEB PAGE MAINTAINER ACCOMPLISH THE RESPONSIBILITIES LISTED?	AFI 33-129, PARA 3.14. THRU 3.14.8.
7.6	DOES THE INFORMATION PROVIDER ACCOMPLISH THE RESPONSIBILITIES LISTED?	AFI 33-129, PARA 3.15. THRU 3.15.3.
7.7	WHEN LINKING TO NON-GOVERNMENTAL WEB SITES, IS THE DISCLAIMER PROVIDED?	AFI 33-129, PARA 5.2.3. AND 6.6.
7.8	ARE MEASURES USED TO ENSURE THAT HYPERLINKS TO INCOMPLETE PATHS OR THE PHRASE "UNDER CONSTRUCTION" IS NOT DISPLAYED?	AFI 33-129, PARA 6
7.9	DOES THE TOP-LEVEL PRIVATE WEB PAGE CONTAIN THE INFORMATION LISTED?	AFI 33-129, PARA 6.1.1. THRU 6.1.2.4.
7.10	DOES THE TOP-LEVEL SIPRNET WEB PAGE CONTAIN THE INFORMATION LISTED?	AFI 33-129, PARA 6.3.1. THRU 6.3.3
7.11	ARE MEASURES TAKEN TO ENSURE WHEN USING GRAPHICS AND ARTWORK THAT IT IS NOT COPYRIGHTED OR PROPRIETARY?	AFI 33-129, PARA 6.7. AND 2.2.5
7.12	ARE MEASURES TAKEN TO ENSURE APPROPRIATE WARNING NOTICES AND BANNERS ARE PRESENT ON EACH ROOT-LEVEL ORGANIZATION/FUNCTION/ ACTIVITY HOME/FRONT PAGE?	AFI 33-129, PARA 7
7.13	DOES THE INFORMATION PROVIDER MAINTAIN THE COMPLETED INTERNET RELEASE PACKAGE (IRP) TO DOCUMENT THE RELEASE PROCESS TO ENSURE PROPER COORDINATION HAS BEEN ACCOMPLISHED? (WEB PAGE MAINTAINER MUST MAINTAIN THE ORIGINAL IRP).	AFI 33-129, PARAS 8.4., 3.14.6., AND 3.15.1
7.14	IS INFORMATION CLOSELY CONTROLLED BY THE SOURCE TO ENSURE CURRENCY AND ACCURACY? (SINGLE SOURCE INFORMATION SHOULD BE CONSIDERED).	AFI 33-129, PARA 10

ITEM NO	ITEM	REFERENCES
7.15	ARE PUBLIC AND LIMITED ACCESS WEB SERVERS APPROVED BY THE DAA PRIOR TO PLACING WEB SERVER INTO OPERATION AND WHEN SIGNIFICANT CONFIGURATION CHANGES ARE MADE?	AFI 33-129, PARA 11.1-2
7.16	HAVE PRIVATE WEB SERVERS BEEN ISSUED A DODR X.509 PKI SERVER CERTIFICATE AND HAVE 128-BIT ENCRYPTION SECURE SOCKET LAYER (SSL) USING THIS CERTIFICATE ENABLED AT ALL TIMES?	AFI 33-129, PARA 11.3
7.17	ARE ACCESS CONTROLS EFFECTIVELY USED TO REDUCE THE RISK OF UNAUTHORIZED RELEASE OF INFORMATION VIA THE INTERNET?	AFI 33-129, PARA 12.1 - 12.7
7.18	IS THE INTELINK WEB SITE REGISTERED WITH THE INTELLIGENCE COMMUNITY ENTERPRISE SERVICES (ICES)?	INTELINK HomePage Registration URL: http://www.intelink.sgov.gov/wiki/Registry_of_Intelink_Member_Servers
7.19	DOES THE INTELINK HOME PAGE HAVE A LINK TO INTELINK CENTRAL?	Intelink Central Server Baseline Standards URL: http://www.intelink.sgov.gov/wiki/Registry_of_Intelink_Member_Servers
7.20	DO INTELINK WEB PAGES HAVE AN INTELINK SECURITY BANNER?	Intelink Central Server Baseline Standards URL: http://www.intelink.sgov.gov/wiki/Registry_of_Intelink_Member_Servers
7.21	HAS AN INTELINK SERVER AND WEB SITE POC BEEN APPOINTED?	Intelink Central Server Baseline Standards URL: http://www.intelink.sgov.gov/wiki/Registry_of_Intelink_Member_Servers
7.22	ARE INTELLIGENCE COMMUNITY (IC) METADATA STANDARDS AND GUIDELINES ADHERED TO?	Intelligence Community Information Sharing Standards URLs:

ITEM NO	ITEM	REFERENCES
		http://www.icmwg.csp.sgov.gov/ and http://www.icmwg.csp.sgov.gov/dsca/information_sharing_data_standards.htm
7.23	ARE CONTROLLED ACCESS PROGRAM COORDINATION OFFICE (CAPCO) STANDARDS APPLIED TO THE WEB SITE?	INTELINK and Intelligence Community Information Sharing Standards URLs: http://www.icmwg.csp.sgov.gov/ and http://capco.dssc.sgov.gov
Information Protection (AF ISR AGENCY/A6SE)		
CCO-08	DOES THE INFORMATION ASSURANCE PROGRAM ENSURE THAT CLASSIFIED INFORMATION IS APPROPRIATELY SAFEGUARDED TO ASSURE THE CONFIDENTIALITY, INTEGRITY, AND AVAILABILITY OF THAT INFORMATION?	JDCSISSS, CH 1, PARA 1.2
8.1	ARE INFORMATION SYSTEMS ACCREDITATION OR SITE BASED CERTIFICATION PACKAGES PREPARED IN THE APPROPRIATE FORMAT (SSP/SSAA)?	JDCSISSS CH 3.3.1 & 4.3.2.1
8.2	DO ALL CERTIFICATION/ACCREDITATION PACKAGES INCLUDE ALL NON-SCI SYSTEMS (WHETHER COLLATERAL CLASSIFIED AND UNCLASSIFIED) IF THEY ARE CO-LOCATED WITH SCI SYSTEMS?	JDCSISSS CH 3, PARA 3.4.2
8.3	HAVE PROPER PROCEDURES BEEN DEVELOPED AND APPROVED FOR THE DECLASSIFICATION OF MAGNETIC MEDIA?	JDCSISSS CH 21, PARA 21.5
8.4	ARE PROPER PROCEDURES IN PLACE FOR RELEASE AND/OR DESTRUCTION OF MAGNETIC MEDIA AND DOCUMENTED USING NSA/CSS FORM G6522, SECURITY INSPECTION AND RELEASE AUTHORITY, OR SIMILAR DOCUMENTATION?	JDCSISSS CH 21, PARA 21.5.8.1
8.5	ARE ONLY APPROVED DEGAUSSERS UTILITZED FOR THE DECLASSIFICATION OF MAGNETIC MEDIA?	JDCSISSS CH 21, PARA 21.5.2.1.2

ITEM NO	ITEM	REFERENCES
8.6	ARE PROCEDURES IN EFFECT TO ENSURE DEGAUSSIERS ARE BEING OPERATED EFFECTIVELY?	JDCSISSS CH 21, PARA 21.5.2.3
8.7	ARE PRINTER RIBBONS APPROPRIATELY DESTROYED AND HANDLED AT THE SAME CLASSIFICATION LEVEL AS ITS ASSOCIATED CLASSIFICATION?	JDCSISSS CH 21, PARA 21.5.6.3.2
8.8	ARE TONER CARTRIDGES PROPERLY CLEARED BEFORE TURN-IN FOR REUSE?	JDCSISSS CH 21, PARA 21.5.6.3.3
8.9	ARE ALL MEDIA ENTERING AN ORGANIZATION VIRUS SCANNED PRIOR TO USE?	JDCSISSS CH 6, PARA 6.3.6
8.10	IS THE DODR-CONTRACT ANTI-VIRUS SOFTWARE RUNNING ON ALL INFORMATION SYSTEMS CURRENT?	JDCSISSS CH 10, PARA 10.4.1
8.11	ARE ALL MEDIA PROPERLY MARKED USING COLORED SF-700 SERIES LABELS INDICATING CLASSIFICATION AND DATA DESCRIPTOR (WHETHER AN SF-711, OR A DATA DESCRIPTOR LABEL BEARING THIS INFORMATION: CLASSIFICATION, ORGANIZATION, AND MEDIA SEQUENCE NUMBER, IF ANY)?	JDCSISSS CH 12, PARA 12.4
8.12	HAS A UNIT-UNIQUE STANDARD OPERATING PROCEDURE (SOP) BEEN DEVELOPED FOR THE CONTROL AND ACCOUNTABILITY OF CERTAIN FUNCTIONAL INFORMATION STORAGE MEDIA?	JDCSISSS CH 12, PARA 12.3.1
8.13	HAS A SOP BEEN WRITTEN OUTLINING THE PROCEDURES TO BE FOLLOWED FOR THE INTRODUCTION AND REMOVAL OF ISS AND ASSOCIATED STORAGE MEDIA INTO AND OUT OF SECURE FACILITIES IN ACCORDANCE WITH NATIONAL POLICY?	JDCSISSS CH 12, PARA 12.3.1.2
8.14	DOES THE IAM/IAO ENSURE EXCESS OR OBSOLETE COMMERCIAL SOFTWARE IS FREE OF CLASSIFIED INFORMATION PRIOR TO RELEASE OR REUSE?	JDCSISSS CH 18, PARA 18.3.3
8.15	ARE PROCEDURES ESTABLISHED WHICH OUTLINE STEPS TO BE TAKEN WHEN TRANSFERRING DATA TO AND FROM SYSTEMS OF UNEQUAL ACCREDITATION?	JDCSISSS CH 18, PARA 18.3.4.1
8.16	HAS THE IAM ENSURED ALL IAO'S RECEIVED THE NECESSARY TECHNICAL & SECURITY TRAINING TO CARRY OUT ASSIGNED DUTIES?	JDCSISSS CH 1, PARA 1.5.8
8.17	IF "GUEST" SYSTEMS ARE LOCATED WITHIN THE SCIF, DOES THE IAM/IAO HAVE APPROVED	JDCSISSS CH 4,

ITEM NO	ITEM	REFERENCES
	DOCUMENTATION FOR APPROVAL TO OPERATE?	PARA 4.6.1
8.18	DO FACSIMILE MACHINES HAVE THE APPROPRIATE APPROVAL LETTERS?	JDCSISSS CH 16, PARA 16.3.1.1
8.19	HAVE WRITTEN OPERATING INSTRUCTIONS BEEN DEVELOPED FOR FAX MACHINE USAGE AND LOCATED NEXT TO THE MACHINE?	JDCSISSS CH 16, PARA 16.3.1.1.3
8.20	IS THE CONSENT TO MONITORING LABEL ATTACHED TO ALL IS MONITORS?	JDCSISSS CH 6, PARA 6.3.3
8.21	DO ALL ISS DISPLAY THE APPROVED CONSENT TO MONITORING BANNER PRIOR TO LOGGING IN?	JDCSISSS CH6 PARA 6.3.3 & CH 7, PARA 7.5.8
8.22	ARE AUDIT TRAILS ENABLED FOR EVERY IS?	JDCSISSS CH 7, PARA 7.5.3
8.23	ARE INFORMATION STORAGE MEDIA AUDITS/ INVENTORY CONDUCTED PERIODICALLY?	JDCSISSS CH 12, PARA 12.3.2
8.24	DO ALL USERS HAVE A UNIQUE LOGIN ID, OR IS A WAIVER ON FILE FROM THE DAA ALLOWING GROUP ACCOUNTS?	JDCSISSS CH 6, PARA 6.3.1
8.25	ARE ACCESS AUTHORIZATION LETTERS RETAINED FOR 1 YEAR AFTER ACCESS HAS BEEN REMOVED?	JDCSISSS CH 7 PARA 7.5.1.2
8.26	ARE E-MAIL MESSAGES CONTAINING FORMAL DIRECTION TO A GOVERNMENT EMPLOYEE OR CONTRACTOR, STIPULATE AN AF OFFICIAL POSITION ON ANY MATTER, OR COMMIT TO, AUTHORIZE, OR DENY THE USE OF FUNDS IN SOME MANNER DIGITALLY SIGNED?	AFI 33-119, PARA 6.1.1
8.27	ARE E-MAIL MESSAGES CONTAINING FOR OFFICIAL USE ONLY (FOUO); PRIVACY ACT INFORMATION; PERSONALLY IDENTIFIABLE INFORMATION (PII); INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION, DODR PAYROLL, FINANCE, LOGISTICS, PERSONNEL MANAGEMENT, PROPRIETARY, AND FOREIGN GOVERNMENT INFORMATION; CONTRACT DATA; EXPORT CONTROLLED TECHNICAL DATA OR INFORMATION; AND OPERATIONAL INFORMATION REGARDING STATUS,	AFI 33-119, PARA 6.1.2

ITEM NO	ITEM	REFERENCES
	READINESS, LOCATION OR OPERATIONAL USE OF FORCES OR EQUIPMENT ENCRYPTED USING AF PKI?	
Information Assurance Awareness Program (IAAP) (OPR: AF ISR AGENCY/A6SE)		
CCO-09	DOES THE INFORMATION ASSURANCE PROGRAM ENSURE AVAILABILITY, INTEGRITY, AND CONFIDENTIALITY OF INFORMATION AND INFORMATION DEPENDENT SYSTEMS, AND THE INFORMATION REQUIRED TO SUPPORT OPERATIONS?	AFPD 33-2 PARA 1
9.1	WERE INFORMATION SYSTEMS CERTIFIED AND ACCREDITED BEFORE OPERATIONAL USE?	AFPD 33-2 PARA 1.4 AFI 33-202 DODI 5200.40 DOD 8510.1-M COMPUTER SECURITY ACT OF 1987
9.2	DID COMMANDERS APPOINT IN WRITING AN ISSO TO SUPERVISE THE UNIT COMPUSEC PROGRAM?	AFI 33-202V 1 PARA 2.17
9.3	HAVE PREVENTIVE MEASURES TO INCLUDE USER AWARENESS TRAINING, LOCAL POLICIES, CONFIGURATION MANAGEMENT, AND ANTIVIRUS SOFTWARE BEEN IMPLEMENTED TO ADDRESS MALICIOUS LOGIC ATTACKS?	AFI 33-202V1 PARA 3.8
9.4	IS A BASE-WIDE COMPUSEC PROGRAM ESTABLISHED AND ADMINISTERED BY THE WING INFORMATION ASSURANCE OFFICE (WIAO)?	AFI 33-202V1 PARA 2.16
9.5	DOES THE IA MANAGER CIRCULATE INFORMATION PROTECTION ARTICLES AND DISPLAY CURRENT AWARENESS AIDS THROUGHOUT THE ORGANIZATION IAW HOST WING DIRECTIVES?	AFISRAI 31-401, PARA 1.2.2
9.6	DOES INFORMATION ASSURANCE AWARENESS MANAGER PARTICIPATE IN THE SECURITY TRAINING, EDUCATION AND MOTIVATION (STEM) COUNCIL?	AFISRAI 31-401, PARA 1.2.6

ITEM NO	ITEM	REFERENCES
Enterprise Interoperability (OPR: AF ISR AGENCY/A6X)		
CCO-10	DOES THE UNIT COMPLY WITH APPLICABLE HARDWARE AND SOFTWARE BASELINES?	AFI 33-108 PARA 5.1
10.1	DOES THE UNIT SUBMIT WAIVER REQUESTS TO APPROPRIATE APPROVAL AUTHORITIES FOR HARDWARE AND SOFTWARE REQUIREMENTS OUTSIDE OF APPROVED BASELINES?	AFI 33-108, PARA 5.1.4; AFI 33-401, PARA 3.5.
10.2	ARE SOFTWARE ENTERPRISE OR SITE LICENSES BEING UTILIZED?	AFI 33-114, PARA 4.2
10.3	ARE ROUTINE EQUIPMENT AND SOFTWARE PURCHASES MADE USING STANDARD AIR FORCE (OR NSA, IF APPLICABLE) CONTRACT VEHICLES IAW AF/AF ISR AGENCY POLICY?	AFI 33-114, PARA 4.2; AFI 33-112, PARA 16.1; AFI 33-103, PARA 7
10.4	HAS THE CSO, OR CS/CC WHO IMPLEMENTS LICENSED COMMERCIAL OFF-THE-SHELF (COTS) SOFTWARE, ESTABLISHED A DOCUMENTED PROCESS FOR ENSURING SOFTWARE IS FREE OF VIRUSES AND MALICIOUS LOGIC?	AFI 33-114, PARA 9.1
10.5	DOES THE CSO, OR CS/CC WHO IMPLEMENTS LICENSED COTS SOFTWARE, ENDURE THAT COTS SOFTWARE OWNERSHIP IS REGISTERED?	AFI 33-114, PARA 9.3
10.6	DOES THE CSO, OR CS/CC WHO IMPLEMENTS LICENSED COTS SOFTWARE, ENSURE AN ANNUAL SOFTWARE INVENTORY/AUDIT IS CONDUCTED TO VERIFY THERE ARE NO ILLEGAL OR UNAUTHORIZED COPIES OF COTS OR OTHER SOFTWARE INSTALLED?	AFI 33-114, PARAS 9.3 AND 9.9.3
10.7	DOES THE CSO, OR CS/CC WHO IMPLEMENTS LICENSED COTS SOFTWARE, MAINTAIN A RECORD OF COTS SOFTWARE USED BY THE ORGANIZATION?	AFI 33-114, PARA 9.5
10.8	DOES THE CSO, OR CS/CC WHO IMPLEMENTS LICENSED COTS SOFTWARE, MAINTAIN EVIDENCE OF LICENSED SOFTWARE IN A SECURE LOCATION?	AFI 33-114, PARA 9.6
10.9	HAS THE CSO, OR CS/CC WHO IMPLEMENTS LICENSED COTS SOFTWARE, ENSURED OLD VERSIONS OR EXCESS SOFTWARE HAS BEEN PROPERLY DISPOSED OF OR REDISTRIBUTED IAW APPLICABLE LICENSE AGREEMENTS?	AFI 33-114, PARAS 9.7 – 9.9.3

ITEM NO	ITEM	REFERENCES
<p align="center">Enterprise Architectures (OPR: HQ AF ISR AGENCY/A6XR)</p>		
CCO-11	DOES THE UNIT MAINTAIN OVERSIGHT OF INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE COMPLIANCE?	AFISRAI 33-105 PARA 4.2.1
11.1	IS ARCHITECTURE DATA FORWARDED TO AF ISR AGENCY AND UPDATED ON A ROUTINE BASIS?	AFISRA 33-105, PARA 4.2.4, AFISRA ARCHITECTURE IMPLEMENTATION INTERIM GUIDANCE MESSAGE DTG 171819Z FEB 05
11.2	ARE WAIVERS SUBMITTED TO AF ISR AGENCY CIO FOR NON-STANDARD IT INFRASTRUCTURE IMPLEMENTATIONS?	AFISRAI 33-105, PARA 4.2.2
11.3	HAS THE UNIT APPOINTED A UNIT COMMUNICATIONS SYSTEMS INSTALLATION RECORDS (CSIR) MANAGER (UCM) AND IS THE UCM WORKING WITH THE BASE CSIR MANAGER TO DETERMINE UNIT-REPORTING REQUIREMENTS?	MESSAGE DTG 151837Z DEC 04, INTERIM GUIDANCE FOR CSIR RESPONSIBILITIES; AFI 21-404, PARA 3.5
<p align="center">Configuration Management NOTE: This Section Pertains To Both Network Control Centers (NCC) And Local Control Centers (LCC) (OPR: AF ISR AGENCY/A600)</p>		
CCO-12	DOES THE LCC/NCC PROVIDE CORE SERVICE TO FUNCTIONAL SYSTEMS ADMINISTRATORS, COMPUTER SUPPORT ADMINISTRATORS AND USERS?	AFI 33-115V1, PARA 4.5
12.1	DOES THE NCC/LCC OPERATE 24 HOURS PER DAY, 7 DAYS PER WEEK (WITH EITHER CONTINUOUS MANNING OR ON-CALL AFTER-HOURS RESPONSE CAPABILITY)?	AFI 33-115V1, PARA 4.5.1
12.2	DOES THE NCC/LCC ENSURE PRESENCE OF ON-SITE PERSONNEL WHEN REQUESTED BY NOSC (OR AFNOSC THROUGH NOSC) TO PERFORM TROUBLESHOOTING PROCEDURES TO RESTORE FAULTY WAN TRANSMISSION EQUIPMENT AND CIRCUITS?	AFI 33-115V1, PARA 4.5.2
12.3	DOES THE LCC/NCC ACHIEVE FULL OPERATIONAL CAPABILITY WITHIN 4 HOURS AFTER NOTIFICATION IN SITUATIONS	AFI 33-115V1, PARA 4.5.3

ITEM NO	ITEM	REFERENCES
	REQUIRING INCREASED OPERATIONS TEMPO SURGE MANNING?	
Wing/Base/Tenant Knowledge Operations Management (KOM) Functional Management (FM) (OPR: AF ISR AGENCY/A6OK)		
CCO-13	DOES THE ORGANIZATION HAVE A 3A0X1 FUNCTIONAL MANAGER (FM) ASSIGNED?	AFMAN 37-104 (will convert to AFI 33-396); AF KOM FM QTP
13.1	DOES THE FM HOLD PERIODIC 3A0X1 MEETINGS TO DISCUSS COMMUNICATIONS AND INFORMATION MANAGEMENT PROGRAMS, AND CAREER FIELD ISSUES?	AFMAN 37-104, PARA 11 (will convert to AFI 33-396);
13.2	HAS THE FM ESTABLISHED AN EFFECTIVE 3A0X1 ROTATION POLICY?	AFMAN 37-104, PARA 14.2 (will convert to AFI 33-396);
13.3	DOES THE FM MONITOR UPGRADE TRAINING STATUS/REQUIREMENTS?	AF KOM FM QTP
13.4	DOES THE FM ENSURE ALL 3A0X1 PERSONNEL RECEIVE TRAINING FOR CORE TASK AREAS OUTLINED IN THE CFETP?	AF KOM FM QTP
13.5	DOES THE FM ENSURE ALL 3A0X1 PERSONNEL TRAINING RECORDS ARE LOADED AND MANAGED IN TBA?	SAF/XCI: LTR DTD 12 FEB 07 AND SAF/A4 MSG DTG 301608Z APR 07
13.6	DOES THE FM ASSIST WITH IDENTIFYING QUALIFIED TRAINERS AND CERTIFIERS FOR PERSONNEL IN UPGRADE OR PROFICIENCY TRAINING?	AFI 33-115V1 & V2, AFI 36-2201V3, CH 6 AF KOM FM QTP
13.7	DOES THE FM ENSURE KOM RESOURCES ARE ASSIGNED TO AUTHORIZED 3A0X1 MANPOWER AUTHORIZATIONS AND PERFORM DUTIES APPLICABLE TO AFSC?	AF KOM FM QTP
13.8	DOES THE FM PROMPTLY AND EQUITABLY DISTRIBUTE KOM RESOURCES ACROSS THE WING/BASE?	AF KOM FM QTP AFMAN 37-104, PARA 11 (will convert to AFI 33-396)
13.9	DOES THE FM ENSURE ALL 3A0X1 PERSONEL ASSIGNED ARE POSTURED IN UNIT/FUNCTIONAL OR KOM UTCS?	AFI 10-401, CHAPS 7 AND 12
13.10	ARE 3A0X1 PERSONNEL NOTIFIED OF THE AEF WINDOW THEY ARE POSTURED TO SUPPORT AND ARE THEY TRAINED?	AFI 10-401, CHAPS 7 AND 12

ITEM NO	ITEM	REFERENCES
13.11	DO 3A0X1 PERSONNEL PARTICIPATING IN DEPLOYMENTS OR EXERCISES USE AF FORM 209 TO REPORT PRE-DEPLOYMENT PREPARATION STATUS AND DEPLOYMENT DUTIES TO THE WING/BASE FM AND IS THE FORM FORWARDED TO AF ISR AGENCY FM?	AF KOM FM QTP AFI 10-401 AFI 10-400 WMP-1 Annex D
Administrative Communications (F16G1) (OPR: AF ISR AGENCY/A6 DET4/SCVS)		
CCO-14	IS THERE AN EFFECTIVE PROGRAM ENSURING PROPER HANDLING OF ACCOUNTABLE COMMUNICATIONS?	AFMAN 37-104
14.1	DOES THE OFFICIAL MAIL MANAGER (OMM) AND ISR AGENCY MAIL CENTER SUPERVISOR MAINTAIN OR HAVE ACCESS TO THE CURRENT ISSUE OF USPS DOMESTIC MAIL MANUAL (DMM); USPS INTERNATIONAL MAIL MANUAL (IMM); USPS POSTAL BULLETIN; USPS POSTER 123-L (RATES AND FEES); USPS ZONE CHART; USPS PUB 25, DESIGNING LETTER AND REPLY MAIL; USPS ITEM O4A, DELIVERY POINT POSTNET BARCODE GAUGE; PUB 28, POSTAL ADDRESSING STANDARDS; DODRI 4525.8, DODR OFFICIAL MAIL MANAGEMENT; AND DODR 4525.8M, DODR OFFICIAL MAIL MANUAL?	DODRI 4525.8_AFSUP, ENCL 2, PARA E2
14.2	DOES THE ISR AGENCY OMM PROVIDE TRAINING TO ACTIVITY DISTRIBUTION OFFICE (ADO) PERSONNEL?	DODRI 4525.8_AFSUP, ENCL 4, PARA E4.3.2.1 AND DODRM 4525.8_AFMAN 33-306, PARA C7.4.1.3.
14.3	DOES THE OMM MAINTAIN COPIES OF UNIT OFFICIAL MAIL MANAGER APPOINTMENTS? ARE APPOINTMENTS MADE IN WRITING AND INCLUDE REQUIRED INFORMATION?	DODRI 4525.8_AFSUP, PARA E4.3.1.1.1. AND DODRM 4525.8_AFMAN 33-306, PARA C7.3.1.4.
14.4	DOES THE OMM PROPERLY RECORD AND MAINTAIN COPIES OF DAILY METER STATUS REPORTS? (METERING SYSTEMS THAT RECORD THESE READINGS ELECTRONICALLY MAY USE SYSTEM-GENERATED PRINTED RECORDS OF THE PRECEDING 12 MONTHS OF METER ACTIVITY AS A SUBSTITUTE FOR MANUAL ENTRY OF DAILY ASCENDING AND	DODRM 4525.8_AFMAN 33-306, PARA C2.11.4.

ITEM NO	ITEM	REFERENCES
	DESCENDING READINGS.)	
14.5	DOES THE OMM MAINTAIN RECORDS FOR EACH METER RESET AND VERIFY METER WAS ACTUALLY SET FOR DESIRED AMOUNT OF POSTAGE?	DODRM 4525.8_AFMAN 33-306, PARA C2.11.3.3.
14.6	ARE PERSONNEL PERFORMING DUTIES IN OFFICIAL MAIL DISTRIBUTION CENTERS APPOINTED ON DD FORM 285, APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK, OR MAIL ORDERLY?	DODRM 4525.8_AFMAN 33-306, PARA C7.2.3.
14.7	HAS THE OMM ESTABLISHED PROCEDURES TO PROPERLY PROCESS (CONTROL) INCOMING AND OUTGOING ACCOUNTABLE (REGISTERED), USPS EXPRESS, AND FEDERAL EXPRESS MAIL AS IT MAY CONTAIN DOCUMENTS UP TO AND INCLUDING SECRET?	DODRM 4525.8_AFMAN 33-306, PARA C2.3.6.
14.8	HAS THE OMM ESTABLISHED PROCEDURES TO ADEQUATELY PROTECT AND ENSURE THAT POSTAGE METERS AND ASSOCIATED EQUIPMENT ARE NOT USED FOR OTHER THAN OFFICIAL PURPOSES?	DODRM 4525.8_AFMAN 33-306. PARA C2.11.3.4.1
14.9	ARE SPECIAL POSTAL SERVICES LIMITED TO CONDITIONS WHEN LAW/DODR/AF REGULATION REQUIRES THEM, OR WHEN MISSION ESSENTIAL?	DODRM 4525.8_AFMAN 33-306 PARA C.1.8.
14.10	DOES THE MAIL CENTER ENSURE ONLY AUTHORIZED PERSONNEL HAVE ACCESS TO THE MAIL CENTER?	DODRM 4525.8_AFMAN 33-306, PARA C2.8.3.
14.11	ARE THE DIRECTIVES FOR HANDLING AND PROCESSING COURIER MATERIAL READILY AVAILABLE?	DODRM 5105.21-1 (FOUO), 5200.33-R, DIA COMPARTMENTED ADDRESS BOOK; USSID 505, ANNEX A; AND AF ISR AGENCY ORGANIZATIONAL DATABASE
14.12	IS COURIER MATERIAL PROPERLY PREPARED AND DISPATCHED?	AFMAN 14-304 (FOUO) AND DODRM-5015.21-M-1, CH 3, SEC T, PARA 1-3 AND G.A.T.E.S

ITEM NO	ITEM	REFERENCES
		CUSTOMER TRANSITION GUIDE.
14.13	ARE THE APPROPRIATE WEBSITES CHECKED TO ENSURE EXPRESS PACKAGES WERE DELIVERED?	AFI 31-401, PARA 6.3.2.1.
14.14	IS THERE AN EFFECTIVE TRAINING PROGRAM FOR PROCESSING ACCOUNTABLE COMMUNICATIONS BEING CONDUCTED FOR NEWLY ASSIGNED 3A0X1S AND FOR INDIVIDUALS WHO PACK COURIER MATERIAL?	AFI 31-401 CH 8, DODRM 5105.21-M CH 3 (FOUO)
14.15	IS DCS FORM 10, AUTHORIZATION RECORD, CURRENT AND VALIDATED?	DODRM 5200.33-R, PARA DL1.1.9. AND DCS 5200.2
14.16	IS THERE A PROCESS IN PLACE TO VERIFY THAT SCI MATERIAL ENTERED INTO THE DCS CHANNELS WAS DELIVERED TO THE AUTHORIZED RECIPIENT? (AF FORM 310 AND/OR, DCS RECEIPTS FOR MATERIAL SENT OUTSIDE OR AIR FORCE CHANNELS)	DODRM 5105.21-M-1, CH 3, PARA T1
14.17	ARE TRACER ACTIONS INITIATED IF SIGNED RECEIPTS ARE NOT RECEIVED FROM THE CONTINENTAL UNITED STATES (CONUS) RECIPIENT WITHIN 30 DAYS (45 DAYS FOR OVERSEAS) FROM THE DATE OF DISPATCH OF COURIER MATERIAL?	AFI 31-401, PARA 6.6.2.1.1. – 6.6.2.1.2.
14.18	HAS THE SENDING ACTIVITY INITIATED SECURITY INCIDENT PROCEDURES IF RECIPIENTS DO NOT RETURN THE RECEIPT AND CONFIRM THEY HAVE NOT RECEIVED THE MATERIAL?	AFI 31-401, PARA 6.6.2.3 AND CH 9; AND AFMAN 14-304, CH 4.1 (FOUO)
14.19	ARE THE INNER AND OUTER WRAPPINGS FOR COURIER MATERIAL PREPARED PROPERLY AND ARE THE CLASSIFICATION SPECIAL HANDLING INSTRUCTIONS PROPERLY AFFIXED TO THE INNER?	DODRM 5200.33-R, SEC III, PARA 3-200B AND AFMAN 14-304, CH10 (FOUO), DODRM 5105.21-1 (FOUO), CH 3, SECT T, PARA 1-3
14.20	IS THE ATCMD MANIFEST, ANNOTATED TO SHOW THE ACTION OFFICE RECEIVED THE MATERIAL?	https://Isotools.wpafb.af.mil/dc-atcmd/index.cfm
14.21	IS A COPY OF THE ATCMD SHIPPING DOCUMENT MAINTAINED FOR MATERIAL SENT THROUGH COURIER CHANNELS?	https://Isotools.wpafb.af.mil/dc-atcmd/index.cfm

ITEM NO	ITEM	REFERENCES
PROCESSING UNCLASSIFIED AND ACCOUNTABLE MAIL (OPR: AF ISR AGENCY/A6-DET4/SCVS)		
CCO-15	ARE THE APPROPRIATE DIRECTIVES MAINTAINED?	AFMAN 33-326, AFI 31-401, DODRM 4525.8_AFSUP, DODRM 4525.8, AFMAN 33-306, DCS 5200.2-M, ORGANIZATIONAL DATABASE
15.1	ARE INNER AND OUTER WRAPPERS FOR REGISTERED PACKAGES PREPARED PROPERLY, AND ARE THE CLASSIFICATION AND SPECIAL HANDLING INSTRUCTIONS PROPERLY AFFIXED?	DODRM 4525.8, AFMAN 33-306, PARA C1.19.
15.2	IS EXPRESS MAIL USED ONLY WHEN IT IS THE MOST COST-EFFECTIVE WAY TO ACCOMPLISH A MISSION WITHIN TIME, SECURITY, AND ACCOUNTABILITY CONSTRAINTS?	DODRM 4525.8, AFMAN 33-306, PARA C1.10.1.3.
15.3	WHEN SENDING ACCOUNTABLE CONTAINERS REQUIRING PROOF OF DELIVERY BETWEEN TWO AIR FORCE UNITS, IS THE AF FORM 74, COMMUNICATIONS STATUS NOTICE/REQUEST, USED VERSUS PS FORM 3817, CERTIFICATE OF MAILING USED?	DODRM 4525.8, AFMAN 33-306, PARA C1.8.5.2.1.1.
15.4	DOES THE OFFICIAL MAIL MANAGER (OMM) FOR UNITS WITH BASE INFORMATION TRANSFER FUNCTIONS, ENSURE EACH ORGANIZATION USES THE MOST COST EFFECTIVE METHOD TO MOVE OFFICIAL MAIL, WITHIN LEGAL AND POLICY REQUIREMENTS?	DODRM 4525.8, AFMAN 33-306, PARA C1.5.1.
15.5	IS AF FORM 4332, ACCOUNTABLE COMMUNICATIONS RECEIPT AUTHORIZATION, OR A LETTER OF AUTHORIZATION, ON FILE FROM PERSONNEL AUTHORIZED TO SIGN FOR ACCOUNTABLE AND CLASSIFIED MAIL?	DODRM 4525.8, AFMAN 33-306, PARA C7.3.1.4.
15.6	IS FACSIMILE ELECTRONIC MAIL USED, WHENEVER POSSIBLE, INSTEAD OF EXPRESS MAIL, PRIVATE CARRIERS, AND EXPRESS DELIVERY SERVICES?	DODRM 4525.8, AFMAN 33-306, PARA C1.5.14.
15.7	IN PREPARING AND PROCESSING ACCOUNTABLE COMMUNICATIONS FOR DISPATCH, ARE PROCEDURES PROPERLY FOLLOWED?	DODRM 4525.8, AFMAN 33-306, PARA C2.3.6.

ITEM NO	ITEM	REFERENCES
15.8	IS A SUSPENSE FILE SET UP AND USED FOR DD FORM 2825, INTERNAL RECEIPT?	DODRM 4525.8, AFMAN 33-306, PARA C8.8.1.
15.9	WHEN ACCOUNTABLE CONTAINERS ARE OPENED TO DETERMINE ADDRESSEES, IS THE AF FORM 310, DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE, ANNOTATED, INITIALED, AND REINSERTED IN THE CONTAINER AND ROUTED TO THE ADDRESSEE?	DODRM 4525.8, AFMAN 33-306, PARA C7.5.1.3.3.
15.10	IS DD FORM 2825, INTERNAL RECEIPT USED BY THE ACCOUNTABLE MAIL SECTION AS A RECEIPT FOR MATERIAL FROM ORIGINATOR SENT VIA REGISTERED MAIL?	DODRM 4525.8, AFMAN 33-306, PARA C.8.8.1.
15.11	ARE DOCUMENT SUSPENSE, RECEIPT, AND DESTRUCTION CERTIFICATE FILES ESTABLISHED AND THE RECORDS PROPERLY MAINTAINED?	AFI 31-401, CH 5 PARA 5.8.5.
15.12	IS CERTIFIED OR REGISTERED MAIL USED FOR CONFIDENTIAL MATERIAL DIRECTED TO DODR CONTRACTORS AND TO NON-DODR AGENCIES OF THE EXECUTIVE BRANCH?	DODR 5200.1-R, CH 7.1
15.13	IN PROCESSING USPS EXPRESS MAIL, IS CLASSIFIED MATERIAL, BEING SENT BETWEEN THE US AND ITS TERRITORIES ONLY? (DO NOT USE EXPRESS MAIL TO SEND CLASSIFIED TO, FROM, OR BETWEEN APO, FPO, OR FOREIGN ADDRESSES.)	AFPD 31.4, DODR 5200.1-R, PARA C7.1.3.5., AND DODRM 4525.8, AFMAN 33-306, PARA C1.10.8.3.,
15.14	IS PS FORM 3883 USED TO RECEIPT ACCOUNTABLE MAIL FROM THE USPS?	DODRM 4525.8, AFMAN 33-306, PARA C7.5.1.3.2.
15.15	ARE ACCOUNTABLE CONTAINERS THOROUGHLY CHECKED BY CATEGORY OF MAIL UPON RECEIPT?	DODRM 4525.8, AFMAN 33-306, PARA C7.5.1.3.2.
AF ISR AGENCY MAIL CENTER (OPR: AF ISR AGENCY/A6-DET4/SCVS)		
15.16	HAS THE OMM ESTABLISHED PROCEDURES TO ADEQUATELY PROTECT AND ENSURE POSTAGE METERS AND ASSOCIATED EQUIPMENT ARE NOT USED FOR OTHER THAN OFFICIAL PURPOSES?	DODRM 4525.8, AFMAN 33-306, PARA C2.11.3.4.
15.17	DOES THE MAIL CENTER PROPERLY USE PS FORM 3602-AS, DAILY RECORD OF METER REGISTER READINGS, MAINTAIN COPIES OF PS FORM 3601-AS, APPLICATION FOR A POSTAGE	DODRM 4525.8, AFMAN 33-306, PARA C2.11.3.2.1.

ITEM NO	ITEM	REFERENCES
	METER LICENSE, AND PS FORM 3603, RECEIPT FOR POSTAGE METER SETTING, FOR EACH OFFICIAL POSTAGE METER LICENSED? ARE POSTAL METERS PROPERLY SECURED?	
15.18	IS A MAINTENANCE LOG KEPT FOR EACH PIECE OF EQUIPMENT IN THE MAIL CENTER? DOES THE LOG SHOW THE DATE THE EQUIPMENT WAS INITIALLY PLACED IN USE AND ITS COST?	DODRM 4525.8, AFMAN 33-306, PARA C2.18.4.2.
15.19	DOES THE OMM ENSURE THE SPOILED METER POSTAGE IS MINIMAL AND PROPERLY ACCOUNTED FOR?	DODRI 4525.8_AFSUP1, PARA E4.3.3.2.6. AND DODRM4525.8_AFM AN33-306 C2.11.5
15.20	IS THE DODR PREFERRED FORMAT FOR RETURN ADDRESS ON ALL PREPAID POSTAGE MAIL BEING USED? IT IS MANDATORY FOR CUSTOMERS AND SECURITY REASONS ON MAIL ADDRESSED TO AND FROM MPO'S AND ON INTERNATIONAL MAIL.	DODRM 4525.8_AFMAN 33-306, PARA C3.6.5.1.1.
15.21	IS THE OMM RECONCILING THE BALANCE IN ALL TRUST ACCOUNTS MONTHLY?	DODRM 4525.8_AFMAN 33-306, PARA C2.7.5.
15.22	IS THE MOBILE DISTRIBUTION VEHICLE (MDV) LOCKED WHILE UNATTENDED ON MAIL DISTRIBUTION RUNS AND WHILE PARKED OUTSIDE THE MAIL CENTER? ARE PROCEDURES IN PLACE TO ENSURE ACCOUNTABLE MAIL IS NOT LEFT UNATTENDED ON MDV'S?	DODRM 4525.8_AFMAN 33-306, PARA C7.6.1.5.
15.23	DOES THE OMM PROVIDE TRAINING TO ACTIVITY DISTRIBUTION OFFICE PERSONNEL?	DODRM 4525.8_AFMAN 33-306, PARA C2.3.5.2.3.
15.24	HAVE MAIL CENTER PERSONNEL BEEN TRAINED ON PROPER PROCEDURES TO FOLLOW SHOULD A MAIL BOMB OR BIOLOGICAL/CHEMICAL THREAT BE SUSPECTED?	DODRM 4525.8_AFMAN 33-306, PARA C4.2.2.A.
15.25	DOES MAIL CENTER PERSONNEL ENSURE ACCOUNTABLE MAIL IS DELIVERED ONLY TO INDIVIDUALS WHO ARE AUTHORIZED AND DESIGNATED IN WRITING BY EACH ORGANIZATION?	DODRM 4525.8_AFMAN 33-306, PARA C.7.3.1.3.
15.26	DOES MAIL CENTER HAVE A SECURITY PLAN	DODRM

ITEM NO	ITEM	REFERENCES
	THAT INCORPORATES APPROPRIATE INFORMATION FROM CHAPTER 4 OF THE DODR OFFICIAL MAIL MANUAL AND OTHER APPROPRIATE INFORMATION? THE SECURITY PLAN SHALL BE COORDINATED WITH LOCAL SECURITY OFFICIALS.	4525.8_AFMAN 33-306, PARA C7.3.1.3.
15.27	HAS THE OMM ESTABLISHED PROCEDURES TO ENSURE ONLY AUTHORIZED PERSONNEL HAVE ACCESS TO THE MAIL CENTER?	DODRM 4525.8_AFMAN 33-306, PARA C2.8.3.
Publications and Forms Management Program (OPR: AF ISR AGENCY/A6OK)		
CCO-16	HAS THE SENIOR C&I MANAGER APPOINTED A PUBLICATIONS AND FORMS MANAGER TO ADMINISTER THE PUBLICATIONS AND FORMS MANAGEMENT PROGRAM?	AFI 33-360, PARA 1.2.3
16.1	ARE THE ROLES OF THE OFFICE OF PRIMARY RESPONSIBILITY AND POINT OF CONTACT FOR A PUBLICATION CLEARLY UNDERSTOOD?	AFI 33-360, PARA 1.2.5.
16.2	IS THE CERTIFYING OFFICIAL FOR A PUBLICATION A MINIMUM OF ONE ORGANIZATIONAL LEVEL ABOVE THE OPR (AS OPPOSED TO THE POC)?	AFI 33-360, PARA 1.2.6.
16.3	IF CERTIFIER ONE LEVEL ABOVE OPR IS THE APPROVING OFFICIAL, IS THE DIRECTOR/HEAD OF THE OPR SERVING AS THE CERTIFYING OFFICIAL?	AFI 33-360, PARA 1.2.6.
16.4	IS THE COMMANDER, DIRECTOR, OR SENIOR LEADER THE APPROVAL AUTHORITY FOR PUBLICATIONS?	AFI 33-360, PARA 1.2.7.1.
16.5	WHEN APPROVAL AUTHORITY FOR REVISED OR CANCELLED PUBLICATIONS IS DELEGATED, DOES THE SIGNATURE BLOCK SHOW THE PROPER FUNCTIONAL PRINCIPAL?	AFI 33-360, PARA 1.2.7.1.4.
16.6	IS DELEGATION OF APPROVAL AUTHORITY FOR REVISED OR CANCELLED PUBLICATIONS IN WRITING?	AFI 33-360, PARA 1.2.7.1.4.1.
16.7	ARE PUBLICATIONS/AF FORMS 673 COORDINATED WITH MANDATORY, TECHNICAL OR FUNCTIONAL COORDINATORS?	AFI 33-360, PARA 1.2.8 AND 2.19 AFI 33-360_AFISRSASUP_1 PARA 2.18.2.8.1
16.8	IS THE COMPLIANCE STATEMENT "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY" INCLUDED IF THE PUBLICATION	AFI 33-360, PARA 2.12.5.2.6

ITEM NO	ITEM	REFERENCES
	IS DIRECTIVE?	
16.9	IS THE ACCESSIBILITY STATEMENT INCLUDED ON THE PUBLICATIONS?	AFI 33-360, PARA 2.12.5.2.7
16.10	IS THE RELEASABILITY STATEMENT INCLUDED ON ALL UNRESTRICTED PUBLICATIONS?	AFI 33-360, PARA 2.12.5.2.8
16.11	ARE GUIDANCE MEMORANDUMS (GM) ASSIGNED A CONTROL NUMBER USING THE APPROPRIATE SUBJECT SERIES?	AFI 33-360, TABLE 2.1
16.12	ARE GM'S INCORPORATED INTO A PUBLICATION WITHIN 180 DAYS?	AFI 33-360, TABLE 2.1 & PARA 2.24.1
16.13	IS THE STATEMENT "THE DIRECTIONS OF THIS MEMORANDUM BECOME VOID AFTER 180 DAYS HAVE ELAPSED FROM THE DATE OF THIS MEMORANDUM, OR UPON PUBLICATION OF AN INTERIM CHANGE OR REWRITE OF THE AFFECTED PUBLICATION, WHICHEVER IS EARLIER" THE LAST PARAGRAPH AT THE END OF THE GM ON THE LAST PAGE?	AFI 33-360, PARA 2.12.5 AND 2.13.2
16.14	HAS THE OPR COMPLETED ALL MANDATORY COORDINATION (I.E., JUDGE ADVOCATE, FOIA/PA, RM, OPSEC AND SECURITY OFFICE FOR ALL PUBLICATIONS?	AFI 33-360, TABLE 2.2 & AFISRA SUP, PARA 1.2.8.1 AND 2.18.2.8.1
16.15	ARE RECORD SETS PROPERLY MAINTAINED?	AFI 33-360, PARA 2.31
16.16	ARE RECORD SETS ARRANGED NUMERICALLY BY SERIES FOR EACH PUBLICATION?	AFI 33-360, PARA 2.31.4.1
16.17	DOES THE RECORD SET CONTAIN THE BELOW LISTED ITEMS?	AFI 33-360, PARA 2.31.4.1
16.17.1	A copy of the final version of the publication?	AFI 33-360, PARA 2.31.4.3
16.17.2	A copy of each prescribed form?	AFI 33-360, PARA 2.31.4.3
16.17.3	All documentation showing coordination, comments and other actions?	AFI 33-360, PARA 2.31.4.4
16.17.4	A copy of each AF Form 673 used during biennial reviews for the publication?	AFI 33-360, PARA 2.31.4.5
16.17.5	Any additional forms required to process the publication?	AFI 33-360, PARA 2.31.4.6
16.18	DO FORMS REQUIRING USERS TO COLLECT PERSONAL INFORMATION CONTAIN AN APPROPRIATE PRIVACY ACT STATEMENT?	AFI 33-360, PARA 3.10.1.
16.19	DOES CLASSIFIED ACCOUNTABLE, STORAGE	AFI 33-360, PARA

ITEM NO	ITEM	REFERENCES
	SAFEGUARDED, FOR OFFICIAL USE ONLY FORMS HAVE THE REQUIRED MARKINGS?	3.10.4 AFI 31-401
16.20	HAS THE OPR COMPLETED MANDATORY AND FUNCTIONAL COORDINATION FOR ALL FORMS?	AFI 33-360, TABLE 3.2 & PARA 3.11
16.21	HAS THE OPR COORDINATED NEW PRESCRIBED FORM WITH THE PRESCRIBING PUBLICATION SIMULTANEOUSLY?	AFI 33-360, PARA 3.5
16.22	DOES NEW AND OBSOLETE FORMS MARKED FOR CANCELLATION HAVE MANDATORY AND FUNCTIONAL REVIEWS COMPLETED?	AFI 33-360, PARA 3.11
Client Support Administration (OPR: AF ISR AGENCY/A6OK)		
CCO-17	HAS A CLIENT SUPPORT ADMINISTRATION (CSA) PROGRAM BEEN ESTABLISHED TO PROVIDE "FIRST LINE OF HELP" TO CUSTOMER TO RESOLVE PROBLEMS?	AFI 33-115_V1, PARA 4.7
17.1	DOES THE NCC CONDUCT OR ARRANGE FOR CSA TRAINING CLASSES IN ACCORDANCE WITH AFJQS 3A0X1-225D, POSITION CERTIFICATION PROGRAM?	DoD 8570.01-M, CHAP 3 AND APP 3.1 AFI 33-115V1, PARA 6.3.6
17.2	DO SUPERVISORS MAINTAIN TRAINING RECORDS ON ALL INDIVIDUALS SERVING AS NETWORK PROFESSIONALS, REGARDLESS OF RANK?	AFI 33-115_V2 PARA 6.3.1.1
17.3	ARE ALL ASSIGNED 3A0X1 PERSONNEL TRAINED AND APPOINTED AS CSA'S TO THE MAXIMUM EXTENT POSSIBLE?	AFI 33-115_V1 PARA 4.7
17.3.1	IS TBA USED AS THE PRIMARY MEANS OF COLLECTING AND MAINTAINING TRAINING DATA PERTAINING TO CSA?	AFJQS 3A0X1-225D, SECT C, PARA 2; Training Business Area (TBA) Implementation Plan for Communicators; CFETP 3A0X1
17.4	DO THE UNITS COMPLY WITH CSA DUTIES AND RESPONSIBILITIES OUTLINED IN AFI 33-115_V1?	AFI 33-115_V1 PARA 4.7
17.4.1	Does the CSA install equipment, connect peripherals, and install/delete client level software?	AFI 33-115_V1, PARA 4.7.2
17.4.2	Does the CSA ensure the physical security of AF-Global Information Grid (GIG) components?	AFI 33-115_V1, PARA 4.7.2
17.4.3	Does the CSA: - configure client level software? - modify software configuration?	AFI 33-115_V1, PARA 4.7.3

ITEM NO	ITEM	REFERENCES
	- perform basic configuration management of client software?	
17.4.4	Does the CSA provide commonly used office automation applications purchased from standard AF support contracts, to include support of standard wireless office automation devices?	AFI 33-115_V1, PARA 4.7.4
17.4.5	Does the CSA perform initial system diagnostics and troubleshooting of systems?	AFI 33-115_V1, PARA 4.7.5
17.4.6	Does the CSA assign, modify, and delete passwords and user privileges?	AFI 33-115_V1, PARA 4.7.6 AFMAN 33-223
17.4.7	Does the CSA maintain procedures for: - reporting security breaches? - distributing security information?	AFI 33-115_V1, PARA 4.7.7 AFI 33-138
17.4.8	Does the CSA coordinate support issues with all agencies (e.g., customers, FSA, NCC, etc.)?	AFI 33-115_V1, PARA 4.7.8
17.4.9	Does the CSA notify the unit equipment custodian of any hardware relocation and equipment problems?	AFI 33-115_V1, PARA 4.7.9
17.4.10	Does the CSA assist with installing, testing, and accepting systems IAW terms of the purchase contract and instructions?	AFI 33-115_V1, PARA 4.7.10
17.4.11	Does the CSA periodically review the organization's needs for computer resources?	AFI 33-115_V1, PARA 4.7.12
17.4.12	Does the CSA validate unit equipment custodian submitted computer equipment requirements?	AFI 33-115_V1, PARA 4.7.13
17.4.13	Does the CSA promote user awareness of unauthorized or illegal use of computer hardware and software?	AFI 33-115_V1, PARA 4.7.15
17.4.14	Does the CSA ensure organizations do not use shareware or public domain software until approved for use by the designated approving authority (DAA) and after ISSO, CSA, or FSA approval?	AFI 33-115_V1, PARA 4.7.17
17.4.15	Does the CSA assist with the client work station certification and accreditation (C&A) process?	AFI 33-115_V1, PARA 4.7.18
17.5	DO CSAs ADMINISTER INFORMATION ASSURANCE (IA) TRAINING TO NETWORK USERS, TRACK USERS' COMPLETION OF TRAINING, AND MAINTAIN A RECORD OF TRAINING PROGRAMS?	AFI 33-115_V2, PARA 5.4
17.6	DO CSAs ENSURE USER LICENSE TRAINING (IA [INFORMATION PROTECTION] CBT OR LOCALLY DEVELOPED TRAINING PROGRAM) IS COMPLETED BEFORE GRANTING ACCESS TO THE AF NETWORK?	AFI 33-115_V2, PARA 5.4
17.7	WHEN USERS ENGAGE IN CONDUCT	AFI 33-115_V2,

ITEM NO	ITEM	REFERENCES
	INCONSISTENT WITH LICENSING PRINCIPLES, DOES THE CSA RECOMMEND NETWORK ACCESS SUSPENSION TO THE DESIGNATED APPROVAL AUTHORITY?	PARA 5.6
17.8	FOR THOSE USERS WHO HAVE USER PRIVILEGES SUSPENDED, IS THE CSA ACTIVELY INVOLVED IN THE REINSTATEMENT PROCESS?	AFI 33-115_V2, PARA 5.6.1
Multimedia Management – Intelligence Publishing and Printing, Visual Information (OPR: AF ISR AGENCY/A6 DET4/SCV)		
CCO-18	DOES ORGANIZATION COMPLY WITH AFI 33-117, MULTIMEDIA MANAGEMENT (MM)?	AFI 33-117
18.1	DOES AF ISR AGENCY MULTIMEDIA MANAGER ACTS AS MAJCOM MULTIMEDIA MGMT OFFICE FOR ALL AF ISR AGENCY UNITS. HAS MULTIMEDIA SUPPORT CENTER BEEN APPROVED BY AND REPORTED TO THE AF ISR AGENCY MULTIMEDIA MANAGER?	AFI 33-117, PARA 1.5.4
18.2	DO AF ISR AGENCY UNIT MULTIMEDIA MANAGERS ACT AS THE BASE MULTIMEDIA MANAGER. HAS THE UNIT COMMANDER NAMED A MULTIMEDIA MANAGER FROM APPLICABLE SKILLSETS?	AFI 33-117, PARA 1.6.1
18.3	HAS THE MULTIMEDIA MANAGER SET CLEARLY DEFINED LOCAL POLICY AND MANAGEMENT CONTROLS FOR MM ACTIVITIES, PRODUCTS, AND PROCESSES?	AFI 33-117, PARA 1.6.2.1
18.4	HAS THE MULTIMEDIA MANAGER CATEGORIZED AND PUBLISHED A LIST OF SERVICES AND EXPECTED TURNAROUND TIMES?	AFI 33-117, PARA 1.6.2.11
18.5	HAS THE MULTIMEDIA MANAGER SET AND PUBLISHED A PRIORITY SYSTEM THAT CONSIDERS URGENCY, MISSION IMPACT, AGENCIES SUPPORTED, TASK COMPLEXITY, AND RESOURCES AVAILABLE?	AFI 33-117, PARA 1.6.2.12
18.6	DOES THE FACILITY HAVE AN AUTHORIZED DEFENSE VISUAL INFORMATION ACTIVITY NUMBER (DVIAN), AND IS IT VALIDATED AS REQUIRED THROUGH THE MAJCOM/AGENCY MULTIMEDIA MANAGER?	AFI 33-117, PARA 1.7.1.1
18.7	HAS THE MULTIMEDIA MANAGER WORKED TO CONSOLIDATE/COLLOCATE ALL MULTIMEDIA ACTIVITIES?	AFI 33-117, PARA 1.8.1.1

ITEM NO	ITEM	REFERENCES
Multimedia Management - Visual Information Products and Services (OPR: AF ISR AGENCY/A6 DET4/SCV)		
18.8	DO MULTIMEDIA PERSONNEL ENSURE THE CUSTOMER PROPERLY DOCUMENTS PRODUCTS REQUESTED, VIA WORK ORDER, IN MULTIMEDIA MANAGER APPROVED METHOD? NOTE: MIMS IS NOT MANDATORY FOR AF ISR AGENCY MULTIMEDIA CENTERS AT THIS TIME (SEE PARA 1.6.2.7.)	AFI 33-117, PARA 2.5
18.9	DOES THE MULTIMEDIA STAFF LOG AND TRACK ALL RESOURCES, MAN-HOURS, AND ACTIVITIES (NOT NECESSARILY THROUGH MIMS)?	AFI 33-117, PARA 2.5.3
18.10	DOES THE MULTIMEDIA MANAGER REVIEW AND APPROVE ALL PROCUREMENT REQUESTS FOR FILM/DIGITAL PHOTOGRAPHIC CAMERAS, VIDEO CAMERAS, AND PHOTOGRAPHIC PRINTERS TO ENSURE COMPATIBILITY?	AFI 33-117, PARA 3.4.3
Multimedia Management - Video Teleconferencing and Distance Learning (OPR: AF ISR AGENCY/A6 DET4/SCV)		
18.11	FOR VIDEO TELECONFERENCING FACILITIES, HAS THE UNIT RECEIVED AF ISR AGENCY MULTIMEDIA MANAGER APPROVAL AND RECEIPT OF A TECHNICAL SOLUTION AND REVIEW OF REQUIREMENTS?	AFI 33-117, PARA 2.3.3.1
18.12	DOES THE FOA VTC MANGER MAINTAIN A CURRENT LISTING OF VTC FACILITIES WITHIN THEIR COMMAND AND PERFORM ALL REQUIRED FUNCTIONS AS A COMMUNITY OF INTEREST (COI) MANAGER?	AFI 33-117, PARA 2.3.4.1
18.13	IF THE VTC FACILITY MANAGER IS A MULTIMEDIA PERSON, HAS A DVIAN FOR THE VTC FACILITY BEEN REQUESTED THROUGH THE AF ISR AGENCY MULTIMEDIA MANAGER?	AFI 33-117, PARA 2.3.6
18.14	IF THE SYSTEM IS NOT DVS-G OR JWICS COMPATIBLE, HAS A WAIVER REQUEST BEEN SUBMITTED THROUGH THE AF ISR AGENCY MULTIMEDIA MANAGER?	AFI 33-117, PARA 2.3.1.2 - 3
Intelligence Publishing and Printing (OPR: AF ISR AGENCY/A6 DET4/SCV)		
CCO-19	DOES THE ORGANIZATION COMPLY WITH DODR INSTRUCTION 3300.2, COMBINED	CIPS POLICY REGULATION

ITEM NO	ITEM	REFERENCES
	INTELLIGENCE PUBLISHING SERVICE (CIPS), FEBRUARY 7, 1994, AND CIPS REG 1-95, COMBINED INTELLIGENCE PUBLISHING SERVICE (CIPS) POLICY REGULATION, FEB 19, 1998?	1-95
19.1	THE AF ISR AGENCY MULTIMEDIA MANAGER IS THE COMBINED INTELLIGENCE PUBLISHING SERVICE (CIPS) COUNCIL REPRESENTATIVE FOR AIR FORCE INTELLIGENCE. IS THERE A DESIGNATED CIPS FACILITY MANAGER (CIPSFM) FOR MANAGING THE DAY-TO-DAY PRINTING, PUBLISHING, OR DISSEMINATION OPERATIONS AT THE PRINTING LOCATION?	CIPS POLICY REGULATION 1-95, CH 1, PARA E.6.A
19.2	WHERE POSSIBLE, HAVE MULTIMEDIA, INTELLIGENCE PUBLISHING, AND PRINTING ORGANIZATIONS BEEN COMBINED?	NOT CURRENTLY A DIRECTIVE, BUT WILL BE INCLUDED IN AF ISR AGENCY SUPP TO AFI 33-118
19.3	DOES THE CIPSFM ENSURE ONLY SUCH PRINTING, DUPLICATING, OR COPYING AS IS NECESSARY IN THE CONDUCT OF GOVERNMENT BUSINESS WILL BE UNDERTAKEN BY THE CIPS PRINTING AND DUPLICATING FACILITY?	CIPS POLICY REG 95-1, CH 3, PARA A.2
19.4	DOES THE CIPSFM ENSURE THAT NO WORK OF A PRIVATE OR COMMERCIAL NATURE IS ACCOMPLISHED AT ANY GOVERNMENT PRINTING PLANT, EVEN THOUGH THE GOVERNMENT MAY BE REIMBURSED?	CIPS POLICY REG 95-1, CH 3, PARA B.1
19.5	DOES THE CIPSFM INSTRUCT THE OFFICE OF PRIMARY RESPONSIBILITY (OPR) TO PROVIDE/SECURE A COPYRIGHT RELEASE IF THE PUBLICATION SUBMITTED FOR REPRODUCTION CONTAINS COPYRIGHT-PROTECTED MATERIAL?	CIPS POLICY REG 95-1, CH 3, PARA B.6
19.6	DOES THE PRINTING FACILITY UTILIZE A WORK ORDER FORM THAT ENSURES LEGALITY AND THAT THE JOB IS NECESSARY TO PUBLIC BUSINESS?	CIPS POLICY REG 95-1, CH 3, PARA B.8
19.7	WITH REGARD TO COLOR PRINTING APPROVAL, DOES THE CIPSFM CONSIDER THE TOTAL COST OF A PROJECT TO ENSURE THAT ALL CIPS PRODUCTS ARE PRINTED IN THE MOST EFFICIENT AND COST EFFECTIVE MANNER?	CIPS POLICY REG 95-1, CH 3, PARA B.9

ITEM NO	ITEM	REFERENCES
19.8	DOES THE CIPSFM ENSURE THAT CALENDARS AND OTHER ITEMS READILY PROVIDED BY THE GENERAL SERVICE ADMINISTRATION (GSA) BE ORDERED THROUGH THE DEFENSE AUTOMATED PRINTING SERVICE (DAPS) AND NOT PRINTED LOCALLY?	CIPS POLICY REG 95-1, CH 3, PARA B.4
Intelligence Publishing and Printing - Reporting Requirements and Procedures (OPR: AF ISR AGENCY/A6 DET4/SCV)		
19.9	THIS PARAGRAPH DETERMINES THAT “CALLING” AND “GREETING” CARDS ARE CONSIDERED PERSONAL RATHER THAN OFFICIAL AND CANNOT BE PRINTED AT GOVERNMENT EXPENSE. HOWEVER, A CHANGE IN POLICY FROM THE US OFFICE OF GOVT ETHICS (OGE), DTD 28 AUG 98 (http://www.defenselink.mil/DoDRgc/defense_ethics/DoDR_oge/businesscards.htm), ALLOWS PRINTING OF BUSINESS CARDS, USING EXISTING SOFTWARE AND AGENCY-PURCHASED CARD STOCK, FOR USE IN CONNECTION WITH OFFICIAL ACTIVITIES. DOES CIPSFM KEEP THIS DIRECTIVE IN FILES AND ENSURE BUSINESS CARDS ARE PRINTED WITHIN ITS GUIDELINES?	CIPS POLICY REG 95-1, CH 3, PARA B.5
19.10	IF THE ESTABLISHMENT OF A NEW PRINTING FACILITY BECOMES NECESSARY, OR IF AN EXISTING FACILITY MUST BE MOVED OR CLOSED, DOES THE CIPSFM GAIN APPROVAL, THROUGH THE AF ISR AGENCY MULTIMEDIA MANAGER, AND CIPS OFFICE?	CIPS POLICY REG 95-1, CH 3, PARA E.A
19.11	WHEN REQUIREMENTS FOR PUBLISHING AND RELATED EQUIPMENT LOCATED WITHIN THE ORGANIZATION ARE REDUCED OR CONSIDERED EXCESS TO THE NEEDS OF THE ACTIVITY, DOES THE CIPSFM SEND WRITTEN NOTIFICATION THROUGH THE AF ISR AGENCY MULTIMEDIA MANAGER AND CIPS COUNCIL REPRESENTATIVE TO THE DIRECTOR, CIPS FOR REQUIRED DISPOSITION INSTRUCTIONS?	CIPS POLICY REG 95-1, CH 2, PARA D.1
Planning & Implementation NCC/ANG ROSC (OPR: AF ISR AGENCY/A6O/A6X)		

ITEM NO	ITEM	REFERENCES
CCO-20	DOES THE NETWORK CONTROL CENTER (NCC)/ AIR NATIONAL GUARD (ANG) REGIONAL OPERATIONS AND SECURITY CENTER (ROSC) MAINTAIN NETWORK AND FACILITY CONFIGURATION, MIGRATION, AND UPGRADE PLANS?	AFI 33-115V1, PARA 4.5.4.11.10
20.1	DOES THE NCC/ANG ROSC PERFORM CONFIGURATION MANAGEMENT FOR THE LOCAL BASE NETWORK?	AFI 33-115V1, PARA 4.5.4.11.15
20.2	DOES THE NCC/ANG ROSC: PREPARE AND UPDATE NETWORK MAPS AND FACILITY EQUIPMENT LISTINGS? PROVIDE A COPY TO THEATRE NOSC AS REQUIRED?	AFI 33-115V1, PARA 4.5.4.11.16
20.3	HAS THE NCC/ANG ROSC ESTABLISHED A LICENSE MANAGEMENT PROGRAM ACCORDING TO AFI 33-114 TO ENSURE AUTHORIZED USAGE FOR BASE NETWORK SOFTWARE?	AFI 33-115V1, PARA 4.5.4.11.18
20.4	DOES THE NCC/ANG ROSC WORK WITH THE PLANNING SECTION AND STEM TO PARTICIPATE IN THE REVIEW AND PLANNING OF BASE NETWORKS?	AFI 33-115V1, PARA 4.5.4.11.19
20.5	DOES THE NCC/ANG ROSC PERFORM BASE NETWORK MANAGEMENT PLANNING?	AFI 33-115V1, PARA 4.5.4.11.24
20.6	DOES THE NCC/ANG ROSC COLLATE LOCAL AND LONG-HAUL (DISA MINIMUM ESSENTIAL CIRCUIT LISTING) CUSTOMER TELECOMMUNICATIONS CIRCUIT INFORMATION?	AFI 33-115V1, PARA 4.5.4.11.25.1
20.7	DOES THE NCC/ANG ROSC VERIFY CURRENT NETWORK CONFIGURATIONS AGAINST OTHER AGENCY DATABASES (E.G., DEFENSE INFORMATION TECHNOLOGY CONTRACTING OFFICE (DITCO) DATABASE) AND FORWARD CORRECTIONS AS REQUIRED?	AFI 33-115V1, PARA 4.5.4.11.25.2
20.8	DOES THE NCC/ANG ROSC PREPARE AND UPDATE IN-STATION SYSTEM BLOCK DIAGRAMS, NETWORK MAPS, AND FACILITY EQUIPMENT LISTINGS; MAINTAIN NETWORK AND FACILITY CONFIGURATION PLANS; PERFORM MINOR NETWORK ENGINEERING; MONITOR MANAGEMENT INFORMATION BASE VARIABLES; AND ADVISE/MAKE RECOMMENDATIONS ON NEW SYSTEMS TO CUSTOMERS?	AFI 33-115V1, PARA 4.5.4.11.26.1

ITEM NO	ITEM	REFERENCES
20.9	DOES THE NCC/ANG ROSC, IN CONJUNCTION WITH THE BASE CIO AND PLANS FUNCTION, REVIEW PROJECT SUPPORT AGREEMENTS AND COORDINATE CORRECTIONS TO THE APPROPRIATE AGENCIES?	AFI 33-115V1, PARA 4.5.4.11.27.1
20.10	DOES THE NCC/ANG ROSC COORDINATE WITH ENGINEERING AND INSTALLATION (EI) TEAMS AND/OR COMMERCIAL VENDORS PRIOR TO ARRIVAL AND PREPARE THE FACILITY FOR INSTALLATION TEAM?	AFI 33-115V1, PARA 4.5.4.11.27.2
20.11	DOES THE NCC/ANG ROSC ESCORT AND ASSIST TEAM CHIEFS WITH INSTALLATION OR UPGRADE PROJECTS?	AFI 33-115V1, PARA 4.5.4.11.27.3
20.12	DOES THE NCC/ANG ROSC COMPLETE DD FORM 250, AF FORM 1261, AND EI CRITIQUES?	AFI 33-115V1, PARA 4.5.4.11.27.4
20.13	DOES THE NCC/ANG ROSC SUBMIT INPUTS TO THE UNIT PLANS AND PROGRAMS FUNCTION FOR STATEMENT OF WORK DEVELOPMENT?	AFI 33-115V1, PARA 4.5.4.11.28.2
20.14	DOES THE NCC/ANG ROSC ASSIST THE PLANS FUNCTION IN THE PREPARATION OF QUALITY ASSURANCE SURVEILLANCE PLANS AND PERFORM CONTRACT QUALITY ASSURANCE EVALUATION FUNCTIONS AS IDENTIFIED?	AFI 33-115V1, PARA 4.5.4.11.28.3
20.15	DOES THE NCC/ANG ROSC DEVELOP/SUBMIT BUDGET INPUT AND REQUEST HIGHER-LEVEL FUNDING FOR ALL NCC REQUIREMENTS AND OPERATIONS FUNCTIONS?	AFI 33-115V1, PARA 4.5.4.11.29.1
20.16	DOES THE NCC/ANG ROSC MONITOR BASE NETWORK FUNDS AVAILABILITY AND PROCESS GOVERNMENT PURCHASE CARD (GPC) REQUESTS FOR HARDWARE AND SOFTWARE PURCHASES FOLLOWING APPROVAL?	AFI 33-115V1, PARA 4.5.4.11.29.2
20.17	DOES THE NCC/ANG ROSC DEVELOP LOCAL RESTORAL PLANS (LRP) AND CONTINGENCY OPERATIONS PLANS AND VALIDATE THE RESTORAL PLANS BY TESTING THEM ON AT LEAST A BIENNIAL BASIS?	AFI 33-115V1, PARA 4.5.4.11.9
Records Management (OPR: AF ISR AGENCY/A6OK)		
CCO-21	ARE PAPER AND ELECTRONIC RECORDS MAINTAINED PROPERLY?	AFMAN 33-363, AFI 33-364 AND AFI 33-322
21.1	DOES EACH OFFICE OF RECORD IDENTIFY VITAL RECORDS? IF SO, ARE SHARED DRIVE	AFMAN 33-363, PARA 6.1.1.4.2.4,

ITEM NO	ITEM	REFERENCES
	FOLDERS HOUSING VITAL RECORDS MARKED WITH A “V” OR THE WORD “VITAL” AFTER THE FOLDER TITLE AND BACKED UP AND STORED IN TWO GEOGRAPHICALLY SEPARATED LOCATIONS TO ENSURE RESTORATION CAPABILITY DURING TIMES OF DISASTER?	ATCH 5 AND ERM SOLUTION, VERSION 7.4, PARA 4.2.13
21.2	ARE RECORDS MANAGEMENT PERSONNEL TRAINED WITHIN 3 MONTHS OF ASSIGNMENT?	AFI 33-322, PARA 6.3.1
21.3	HAS RECORDS MANAGEMENT TRAINING BEEN DOCUMENTED IN CAREER BRIEFS OR OJT RECORDS?	AFI 33-322, PARA 6.3.4
21.4	HAS THE CHIEF OFFICE OF RECORD APPOINTED A RECORDS CUSTODIAN?	AFI 33-322, PARA 8.4
21.5	DOES THE RECORDS MANAGER CONDUCT RECORDS SAVS AT LEAST EVERY 24 MONTHS?	AFI 33-322, PARA 6.1.11
21.6	DOES THE FARM CONDUCT RECORDS SAVS AT LEAST EVERY 24 MONTHS?	AFI 33-322, PARA 7.4
21.7	DOES THE FARM CONDUCT FOLLOW-UP WITH THE OFFICE OF RECORDS ON CORRECTIVE ACTIONS FOR DISCREPENCIES NOTED DURING SAVS?	AFI 33-322, PARA 7.4
21.8	DO RECORDS PROFESSIONALS ENSURE FUNCTIONAL SERIES RECORDS DISPOSITIONS ARE CURRENT?	AFI 33-322, PARA 5.4.2
21.9	IS THERE AN ESTABLISHED LOCAL SUPPORT AGREEMENT WITH THE HOST BASE RM FOR PROGRAM ASSISTANCE, TRAINING, AND RECORDS STORING?	AFI 33-322, PARA 5.8
21.10	DOES THE OFFICE OF RECORDS HAVE AN APPROVED FILE PLAN?	AFMAN 33-363, PARA 2.2.1
21.11	DOES THE RECORD MANAGER’S ADMINISTRATIVE APPROVAL AND THE CHIEF OFFICE OF RECORD’S SIGNATURE APPEAR ON THE FILE PLAN?	AFMAN 33-363, PARA 2.2.1
21.12	ARE RECORDS ARRANGED AND FILED TO PROVIDE EASY ACCESS TO INFORMATION AND TO PROTECT FOUO, SENSITIVE, CLASSIFIED AND PRIVACY ACT INFORMATION?	AFMAN 33-363, PARA 3.1
21.13	ARE ALL RECORDS IN THE OFFICE PROPERLY IDENTIFIED ON THE AFRIMS FILE PLAN?	AFRIMS RECORDS DISPOSITION SCHEDULE
21.14	DOES THE RECORDS CUSTODIAN USE THE CORRECT TABLE AND RULE FOR EACH RECORD SERIES?	AFRIMS RECORDS DISPOSITION SCHEDULE

ITEM NO	ITEM	REFERENCES
21.15	DO LOCATION FIELDS IN THE AFRIMS FILE PLAN SHOW ACTUAL LOCATION OF RECORDS?	AFMAN 33-363, PARA 2.2
21.16	DO DRAWER LABELS INCLUDE ENOUGH INFORMATION TO IDENTIFY RECORDS KEPT IN THE DRAWER?	AFMAN 33-363, PARA 3.7.6
21.17	ARE RECORDS PROPERLY FILE CODED BEFORE FILING?	AFMAN 33-363, PARA 4.1.1
21.18	ARE DOCUMENTS ASSEMBLED FOR FILING IN THE SAME MANNER FOR THEIR CREATION, DISPATCH, AND USE WITH LATEST ACTION ON TOP?	AFMAN 33-363, PARA 4.1.2
21.19	IS THE YEAR OF ACCUMULATION SHOWN ON FOLDER LABELS FOR RECORDS CUTOFF ON AN ANNUAL BASIS?	AFMAN 33-363, PARA 3.7.4
21.20	ARE DISPOSITION GUIDE CARDS AND AFRIMS-GENERATED DISPOSITION CONTROL LABELS PREPARED FOR EACH RECORD SERIES ON THE FILE PLAN FOR BOTH ACTIVE AND INACTIVE?	AFMAN 33-363, PARA 3.7.1
21.21	ARE DISPOSITION CONTROL LABELS PLACED ON FOLDERS CONSISTENTLY THROUGHOUT THE FILES?	AFMAN 33-363, PARA 3.7.1
21.22	ARE FILES CUTOFF AND DISPOSED OF ACCORDING TO THE DISPOSITION INSTRUCTIONS IN AFRIMS?	AFMAN 33-363, PARA 4.4 AND AFRIMS RECORDS DISPOSITION SCHEDULE
21.23	ARE ALL RECORD SERIES WITH ANNUAL CUTOFFS MOVED TO INACTIVE FILES?	AFMAN 33-363, PARA 4.4
21.24	ARE EXTERNAL LABELS FOR DISKETTES, CDS AND DVDS PROPERLY IDENTIFIED?	AFMAN 33-363 PARA 6.9.1
21.25	ARE CLASSIFIED RECORDS FILED SEPERATELY FROM UNCLASSIFIED RECORDS, EXCEPT WHEN NECESSARY TO MAINTAIN CONTINUITY OF A FILE?	AFMAN 33-363, PARA 4.3
21.26	ARE CLASSIFIED RECORDS OR OTHER CLASSIFIED MATERIAL FILED IN EQUIPMENT AUTHORIZED FOR EACH CLASSIFICATION OR IN A SECURE AREA OR VAULT?	AFMAN 33-363, PARA 4.3
21.27	ARE ELIGIBLE RECORDS BEING STAGED APPROPRIATELY?	AFI 33-364, TABLE 5.1
21.28	ARE SF 135, RECORDS TRANSMITTAL AND RECEIPT, FILED AT DISPATCHING OFFICE WHEN RECORDS ARE SENT TO STAGING AREA OR FEDERAL RECORDS CENTER?	AFI 33-364, TABLE 8.1

ITEM NO	ITEM	REFERENCES
21.29	HAS AN APPROVED ELECTRONIC RECORDS MANAGEMENT (ERM) RECORDS KEEPING SYSTEM BEEN ESTABLISHED?	AFMAN 33-363, PARAS 6.1.1.2 AND 6.1.1.2.7
21.30	DID THE FARM CREATE "READ ONLY" E-FILE DIRECTORIES ON THE ORGANIZATION'S NETWORK DRIVE?	ERM SOLUTION, VERSION 7.4, PARA 4.12.2
21.31	IS ACCESS RESTRICTED ON ELECTRONIC FOLDERS CONTAINING SENSITIVE AND PRIVACY ACT DATA USING CONTROLLED PASSWORD AND/OR GROUP PERMISSIONS?	AFMAN 33-363, PARA 6.1.1.4.6.2
21.32	HAS BRM ESTABLISHED GUIDANCE/PROCEDURES REGARDING STORAGE, DISPOSAL, TRANSFER AND MAINTENANCE OF ERM RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR LESS?	AFI 33-322, PARA 6.1.3
Freedom of Information Act (FOIA) and Privacy Act (PA) Programs (OPR: AF ISR AGENCY/A6OK)		
CCO-22	PROGRAM MANAGEMENT.	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.3
22.1	HAS THE FOIA/DRU COMMANDER OR DIRECTOR APPOINTED A FOIA MANAGER IN WRITING?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.3
22.2	ARE REQUESTS FOR RECORDS INVOKING FOIA PLACED INTO A FORMAL CONTROL SYSTEM DESIGNED TO ENSURE COMPLIANCE WITH FOIA?	DODR 5400.7-R/AF SUP 1, PARA C1.3.2
22.3	DOES THE FOIA MANAGER COORDINATE THE RELEASE OR DENIAL OF RECORDS REQUESTED UNDER FOIA WITH OFFICES OF COLLATERAL RESPONSIBILITY?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.6.1
22.4	DOES THE FOIA MANAGER PROVIDE REQUESTED RECORDS AND INDICATE WITHHELD PARTS OF RECORDS ARE ANNOTATED WITH FOIA EXEMPTION?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.6.2
22.5	DOES THE FOIA MANAGER ASSIST DISCLOSURE AUTHORITY TO DETERMINE WHETHER TO RELEASE RECORDS AND ACT AS DECLASSIFICATION AUTHORITY WHEN APPROPRIATE?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.6.3
22.6	DOES THE FOIA MANAGER CONTROL AND PROCESS FOIA REQUESTS?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.7.1.1
22.7	DOES THE FOIA MANAGER OBTAIN RECOMMENDATIONS FROM THE OPR FOR	DODR 5400.7-R/AF SUP 1, PARA

ITEM NO	ITEM	REFERENCES
	RECORDS?	C1.5.3.7.1.2
22.8	DOES THE FOIA MANAGER PROVIDE TRAINING TO PERSONNEL HANDLING FOIA REQUESTS?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.7.1.8
22.9	IS THE FOIA MANAGER PROVIDED A READING ROOM AREA FOR INSPECTING AND COPYING RECORDS?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.7.1.7 AND CHAPTER 2
22.10	DOES THE FOIA MANAGER REFER REQUESTS FROM FOREIGN GOVERNMENT OFFICIALS THAT DO NOT CITE THE FOIA TO THE FOREIGN DISCLOSURE OFFICE AND NOTIFY THE REQUESTER?	DODR 5400.74/AF SUP 1, PARA C1.5.5.1
22.11	DOES THE FOIA MANAGER ENSURE REQUESTS ARE ANSWERED WITHIN 20 WORKDAYS?	DODR 5400.7-R/AF SUP 1, PARA C1.5.4.1 AND C5.2.6.2
22.12	IF REQUESTS ARE NOT ANSWERED WITHIN 20 WORKDAYS, HAVE APPROPRIATE EXTENSION NOTICES OR INTERIM RESPONSES BEEN SENT TO REQUESTORS?	DODR 5400.7-R/AF SUP 1, PARAS C1.5.4.1 AND C1.5.3.6.1
22.13	ARE PROPOSED DENIAL RESPONSES TO FOIA REQUESTS COORDINATED THROUGH AIR FORCE ATTORNEYS?	DODR 5400.7-R/AF SUP 1, PARAS C1.5.3.4 AND C1.5.3.6.1
22.14	IS THE FISCAL YEAR END REPORT SENT TO THE AF FOIA OFFICER NLT 30 OCTOBER EACH YEAR?	DODR 5400.7-R/AF SUP 1, PARA C7.1.1.1
22.15	DOES THE FOIA MANAGER COLLECT FEES WHEN APPLICABLE?	DODR 5400.7-R/AF SUP 1, PARA C1.5.3.7.1.13
22.16	IS AN APPEAL PARAGRAPH INCLUDED IN ALL "NO RECORDS" RESPONSES?	DODR 5400.7-R/AF SUP 1, PARAS C1.5.3.7.1.17 AND C5.3.3.1
22.17	DOES THE FOIA CASE FILE CONSIST OF: INITIAL REQUEST; TASKING TO OPR AND REPLY; MEMO FOR RECORD OF PHONE CALLS OR OTHER ACTIONS RELATED TO THE FOIA REQUEST; DD FORM 2086; FINAL RESPONSE AND IF APPLICABLE, EXTERNAL LETTERS, LEGAL OPINIONS, SUBMITTER NOTIFICATION LETTERS AND REPLY; THE APPEAL AND REQUIRED ATTACHMENTS?	DODR 5400.7-R/AF SUP 1, PARA C1.5.12
Privacy Act (PA) Documentation		
22.18	HAS THE FOA/DRU COMMANDER OR DIRECTOR	AFI 33-332, PARA

ITEM NO	ITEM	REFERENCES
	APPOINT A COMMAND PA OFFICER IN WRITING?	1.6.7.1
22.19	HAS THE FOA/DRU COMMANDER/COMPARABLE OFFICIAL IMPLEMENTED THE AIR FORCE PA PROGRAM INSTRUCTION?	AFI 33-332, PARA 1.6.5
22.20	DOES THE PA STATEMENT (PAS) CONTAIN AUTHORITY, PURPOSE, ROUTINE USES, AND WHETHER DISCLOSURE IS MANADTORY OR VOLUNTARY?	AFI 33-332, PARA 3.2.1
Privacy Act (PA) Management		
22.21	DO COMMANDERS OR DIRECTORS ENSURE ALL PERSONNEL ARE TRAINED ANNUALLY IN THE REQUIREMENTS OF THE PA?	AFI 33-332, PARA 13.1
22.22	ARE ORAL/ WRITTEN PAS GIVEN TO INDIVIDUAL(S) WHEN PA INFORMATION IS COLLECTED AND PLACED INTO A SYSTEM OF RECORDS, OR WHEN SOMEONE IS ASKED FOR HIS/HER SSN?	AFI 33-332, PARAS 3.2 AND 3.3
22.23	ARE PA COVER SHEETS USED TO PROTECT PERSONAL INFORMATION WITHIN OFFICE ENVIRONMENTS THAT ARE WIDELY UNPROTECTED AND ACCESSIBLE?	AFI 33-332, PARA 10.2.1
22.24	ARE RECORDS CONTAINING PA INFORMATION AFFORDED PROTECTION IAW THEIR SENSITIVITY?	AFI 33-332, PARAS 3.2 AND 3.3
22.25	ARE PA WARNING STATEMENTS INCLUDED AND EMAILS ENCRYPTED WHEN THEY CONTAIN PA INFORMATION?	AFI 33-332, PARA 7.3 AND AFI 33-119, PARA 8.4.2
22.26	IS PA INFORMATION POSTED TO UNIT WEBSITE OR PLACED ON SHARED DRIVES?	AFI 33-332, PARA 12.1.2
Does the FOA/DRU PA Officer:		
22.27	RESOLVE COMPLAINTS OR ALLEGATIONS OF PA VIOLATIONS?	AFI 33-332, PARA 1.6.9.8
22.28	PROMOTE PA AWARENESS IN THE ORGANIZATION?	AFI 33-332, PARA 1.6.9.2
22.29	REVIEW AND PROCESS ACCESS DENIAL RECOMMENDATIONS?	AFI 33-332, PARA 1.6.9.9
22.30	UNDERSTAND THOSE CONDITIONS THAT ENABLE DISCLOSURE OF RECORDS WITHOUT THE SUBJECT'S CONSENT?	AFI 33-332, PARA 12.2
COMMUNICATIONS-ELECTRONICS (C-E) MAINTENANCE TRAINING (OPR: AF ISR AGENCY/A4MM)		
CCO-23	DO UNIT TRAINING PROGRAMS AND PROCESSES EFFECTIVELY SUPPORT IN-GARRISON AND DEPLOYED UNIT MISSION	AFI 10-201 AFI 10-401 AFI 10-403

ITEM NO	ITEM	REFERENCES
	REQUIREMENTS?	AFI 21-116 AFI 33-115_V2 AFI 36-2201_V1-6 AFI 36-2232 AFI 36-2233 Training Business Area (TBA) Implementation Plan for Communicators
23.1	ARE APPLICABLE TRAINING PRODUCTS PROPERLY USED TO PLAN, SCHEDULE, MANAGE, AND DOCUMENT TRAINING (E.G., AF FORM 623, <i>INDIVIDUAL TRAINING RECORD FOLDER</i> , CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP), AIR FORCE JOB QUALIFICATION STANDARD (AFJQS), AIR FORCE QUALIFICATION TRAINING PLAN (AFQTP), MASTER/INDIVIDUAL TRAINING PLAN, TRAINING VISIBILITY LEDGER, CHIEF OF MAINTENANCE SUMMARY, ETC.)?	AFI 21-109 AFI 21-116 AFI 36-2201 AFI 36-2232 AFI 36-2233
23.1.1	Are applicable and current CFETPs, AFJQSS, QTPs, and local JQSS used to support the master task listing/work center task assignment?	AFI 36-2201_V3, para A8.2 AFI 21-116, para 7.5.1.3
23.1.2	Does IMDS/TBA properly reflect: - Dates members are initially assigned to work center? - Initial evaluation dates? - Communications Standardization and Evaluation Program (CSEP)/personnel evaluation data? - Upgrade training status? - Supervisor data?	AFI 36-2201_V3, paras 5.2.19 & 7.2
23.1.3	Do units use IMDS/TBA management reports to monitor unit training program effectiveness and deficiencies?	AFI 21-116, para 5.23.1.6
23.2	ARE AF FORMS 623A, <i>ON-THE-JOB TRAINING RECORD CONTINUATION SHEET</i> , (OR TBA JOURNAL ENTRY FUNCTION) EFFECTIVELY UTILIZED?	AFI 36-2201_V3 PARAS 6.1.9, 6.1.11 AND 6.1.22
23.2.1	Do supervisors/trainers document trainee orientations, initial evaluations, and work center orientations with all required information and within required timelines?	AFI 36-2201_V3, paras 5.2.1.6 & 6.1.9 - 6.1.11
23.2.2	Are the appropriate AF 623a entries made when training data is transcribed (auto-generated and “archived” in TBA)?	AFI 36-2201_V3, para 7.8.2.4

ITEM NO	ITEM	REFERENCES
23.2.3	Do units properly document all interruptions to training, decertification actions, difficulties with upgrade training, Career Development Course (CDC) progression, etc.? <i>(Note: TBA uses automated AF 623a)</i>	AFI 36-2201_V3, paras 6.1.12, 6.1.13 & 7.8.4
23.2.4	Is training progression documented, to include as a minimum: - CDC and task progression? - Task certification and recertification? - Trainee strengths, weaknesses, attitude, and corrective action (if required)? <i>(Note: TBA uses automated AF 623a)</i>	AFI 36-2201_V3, para 6.1.22
23.2.5	Do both the trainee and supervisor sign and date all entries (auto-generated in TBA)?	AFI 36-2201_V3, para 7.9
23.3	ARE SUFFICIENT NUMBERS OF INDIVIDUALS TASK-QUALIFIED TO ENSURE 100% OR COMPLETE AND CONTINUOUS TASK COVERAGE?	AFI 21-116, PARA 1.9.3.1 AFI 36-2201_V3, PARA 6.1.2
23.3.1	Has an effective training program been implemented to ensure maintenance support resources are qualified to perform the mission and support deployed requirements?	AFI 21-116, para 5.2 & 5.3.3 AFI 33-115_V2 para 6.1
23.3.2	Are IMDS/TBA management reports monitored to identify deficient tasks and prioritize training to ensure 100% coverage for critical tasks?	AFI 21-116, paras 2.6.32 & 5.23.1.6
23.4	DOES THE UNIT ENSURE TRAINING PROGRAMS THAT SATISFY REQUIRED INITIAL AND UNIT TYPE CODE (UTC) MISSION CAPABILITY (MISCAP) TRAINING ARE ACCURATELY DOCUMENTED IN: - IMDS/TBA? - AIR EXPEDITIONARY FORCE REPORTING TOOL (ART)? - STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)?	AFI 10-403 PARAS 1.6.1.22, 1.6.2 AND 1.6.6.2 AFI 21-116 PARAS 5.15.10.7.10 & 7.5.1.3
23.5	HAS THE UNIT EFFECTIVELY INCORPORATED AND INTEGRATED COMMUNICATIONS PERSONNEL INTO IMDS/TBA, TO INCLUDE COMMUNICATIONS RESOURCES ASSIGNED OUTSIDE THE COMMUNICATIONS UNIT?	SAF/XCI MSG (30 Apr 07); SAF/XCI MEMO (12 Feb 07); AFQTP XXXXX-200D

ITEM NO	ITEM	REFERENCES
		AFI 10-201 AFI 10-401 AFI 33-115_V2
23.5.1	Is IMDS/TBA used as the standard tool to maintain training documentation and monitor/manage training requirements?	SAF/XCI Memo (12 Feb 07)
23.5.2	Are all applicable personnel entered in and properly managed within IMDS/TBA?	TBA Implementation Plan for Communicators
Safety Practices and Requirements		
CCO-24	ARE SAFETY GUIDELINES AND PROCEDURES FOLLOWED?	AFI 21-116 AFOSH 48 SERIES AFOSH 91-SERIES AFI 91-301 AFI 90-821
24.1	ARE JOB SAFETY TRAINING OUTLINES (JSTO) DEVELOPED AND USED?	AFI 91-301, ATCH 5; AFOSHSTD 91-501
24.1.1	Are all work center hazards listed and all areas covered?	AFI 91-301, para 2.14
24.1.2	Has the JSTO been reviewed annually?	AFI 91-301, para 7.3
24.1.3	Are bioenvironmental surveys/reports maintained for 10 years?	AFI 91-301, para 2.14.16
24.2	IS JOB SAFETY ANALYSIS DEVELOPED AND USED?	AFI 91-301, ATCH 5; AFOSHSTD 91-501
24.3	HAVE SAFETY PROGRAMS (E.G., PERSONNEL PROTECTIVE EQUIPMENT, HAZARD COMMUNICATIONS, NOISE, CLIMBING, LADDER, EYEWASH STATION, RADIO FREQUENCY, LOCK OUT/TAG OUT, CONFINED SPACE, ETC.) BEEN IMPLEMENTED?	AFI 21-116; AFOSH 48-SERIES; AFOSH STD 91-501; AFI 90-821
24.4	HAS ALL SAFETY RELATED TRAINING BEEN APPROPRIATELY DOCUMENTED, TO INCLUDE (BUT NOT LIMITED TO): - CARDIOPULMONARY RESUSCITATION? - HAZARD COMMUNICATION? - RADIO FREQUENCY RADIATION? - LOCK OUT/TAG OUT? - JSTO? - FIRE EXTINGUISHER?	AFI 91-301; AFOSH 48-SERIES; AFI 90-821 AFOSH STD 91-50
24.4.1	Have the appropriate AF Forms 55, <i>Employee Safety and Health Record</i> , been properly documented, signed, and is	AFI 91-301, para 7

ITEM NO	ITEM	REFERENCES
	current?	
24.5	ARE ALL REQUIRED/APPLICABLE MATERIAL SAFETY DATA SHEETS (MSDS) AVAILABLE AND MATCH THE CHEMICAL INVENTORY (IF APPLICABLE)?	AFI 90-821 AFI 91-301, PARA 2.10.1.17
24.6	IS PERSONAL PROTECTIVE EQUIPMENT (PPE) USED, SERVICEABLE, AND AVAILABLE?	AFI 91-301 AFOSH STD 91-501
Maintenance Management - Responsibilities		
CCO-25	HAVE ELECTROSTATIC DISCHARGE (ESD) PROCEDURES BEEN IMPLEMENTED?	TO 00-25-234
25.1	ARE ESD BENCHES/CABINETS GROUNDED, PORTABLE WORKSTATIONS, AND WRIST STRAPS PROPERLY CERTIFIED AND DOCUMENTED?	TO 00-25-234, CHAP 7
25.2	IS ALL APPLICABLE ESD TESTING EQUIPMENT AVAILABLE AND USED?	TO 00-25-234
25.3	ARE ESD ITEMS PROPERLY MARKED, HANDLED AND/OR STORED?	TO 00-25-234, PARAS 7.5b (1-2) & 7.5(13)
Maintenance Management - Technical Documentation		
CCO-26	IS TECHNICAL DOCUMENTATION (E.G., TECHNICAL ORDERS (TOs)/MANUALS, LIMITED MAINTENANCE MANUALS, COMMERCIAL MANUALS, ETC) AVAILABLE AND CURRENT?	AFI 21-116 TO 00-5-1
26.1	ARE TIME COMPLIANCE TECHNICAL ORDERS (TCTO) HEADERS REQUIREMENTS ESTABLISHED?	AFI 21-116 TO 00-5-1 TO 00-5-15 TO 00-20-1 TO 00-20-2 TO 00-35D-2
26.2	ARE ANNUAL CHECKS COMPLETED AND DOCUMENTED?	TO 00-5-1
26.3	ARE TOS, SUPPLEMENTS AND CHANGES/REVISIONS POSTED CORRECTLY?	TO 00-5-1
26.4	ARE COMMERCIAL MANUALS MAINTAINED, AVAILABLE AND CURRENT?	AFI 21-116 TO 00-5-1 TO 00-5-3 TO 00-5-15 TO 00-5-16 TO 00-5-17
Maintenance Management - Accountability		
CCO-27	ARE ALL ACCOUNTABLE ASSETS IDENTIFIED,	AFI 21-116

ITEM NO	ITEM	REFERENCES
	ACCOUNTED FOR, AND MAINTAINED?	AFI 23-111 AFMAN 23-220 AFMAN 23-110_V2 TO 00-5-1 TO 00-20 SERIES
27.1	HAVE PROCEDURES BEEN IMPLEMENTED TO MONITOR, STORE, AND RETURN REPARABLE ASSETS?	AFI 21-116 AFI 23-111 AFMAN 23-110_V2, PT 2, CHAP 24 TO 00-20 SERIES
27.2	IS SHOP STOCK PROPERLY CONTROLLED AND MAINTAINED (E.G. PRECIOUS METALS, SHELF LIFE, ESD IDENTIFICATION, ETC)?	AFI 21-116 AFI 23-111 AFMAN 23-110_V2, PT 13, CHAP 22
27.3	IS BENCH STOCK PROPERLY CONTROLLED AND MAINTAINED?	AFI 21-116, PARA 1.18
Maintenance Management - Evaluations		
CCO-28	ARE CSEP, QA PROGRAM AND DEFICIENCY ANALYSIS REPORTS UTILIZED TO: - IDENTIFY KEY INDICATORS AFFECTING UNIT ABILITY TO MEET MISSION REQUIREMENTS? - ENSURE EFFECTIVE AND SAFE EQUIPMENT OPERATIONS? - ASSESS THE EFFECTIVENESS OF TRAINING PROGRAMS AND MANAGEMENT PRACTICES?	AFI 21-116, PARAS 2.13, 3.2.1 & 5.20, & SECT 5D-E; AFI 21-116 AFI 33-115_V2, CHAP 7
28.1	DO CSEP/QA PROGRAM REPORTS PROVIDE FACTUAL AND OBJECTIVE ASSESSMENTS OF THE MAINTENANCE/NETWORK OPERATIONS (NETOPS) ACTIVITY'S ABILITY TO MEET MISSION REQUIREMENTS?	AFI 21-116, PARAS 5.12 & 5.15 AFI 33-115_V2, PARA 7.7.4.3
28.2	ARE ALL REQUIRED EVALUATIONS (CSEP/QA) PERFORMED ON SCHEDULE AS REQUIRED?	AFI 21-116 PARA 5.12.5 AFI 33-115_V2, PARA 7.7.4.2.2.2
28.3	ARE TECHNICAL EVALUATIONS PERFORMED WITH ENOUGH DEPTH TO ENSURE SYSTEMS AND EQUIPMENT ARE WELL-MAINTAINED AND MANAGED IAW APPLICABLE TECHNICAL DATA?	AFI 21-116 PARA 5.15.7.1
28.3.1	Are all required items included in the technical evaluation reports?	AFI 21-116, para 5.15.7.1
28.4	ARE PERSONNEL EVALUATIONS ADEQUATELY	AFI 21-116, PARA

ITEM NO	ITEM	REFERENCES
	ACCESSING THE EFFECTIVENESS OF THE WORK CENTER TRAINING PROGRAM, TECHNICIAN COMPETENCE, AND TECHNICAL AND PROCEDURAL DATA?	5.15.1.1 – 5.15.1.3.2 AFI 33-115_V2, PARA 7.7.4.1.1 AND 7.7.4.1.3
28.4.1	Are all required items included in personal evaluation reports?	AFI 21-116, Atch 14
28.5	DO MANAGERIAL EVALUATIONS COVER ALL REQUIRED AREAS WITHIN THE REQUIRED TIME PERIOD?	AFI 21-116, PARA 5.15.9.1 AND 5.15.10.7 AFI 33-115_V2, PARA 7.7.4.3.2
28.6	DOES DEFICIENCY ANALYSIS ADDRESS ALL MANDATORY AREAS?	AFI 21-116, PARA 5.17.7
Maintenance Management - Equipment		
CCO-29	ARE TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) AVAILABLE, ACCOUNTED FOR, CALIBRATED, AND PROPERLY HANDLED?	AFI 21-116, PARA 7.11 AFMAN 23-220 TO 00-20-14
29.1	IS REQUIRED TMDE AVAILABLE TO SUPPORT ALL REQUIRED MAINTENANCE ACTIONS?	AFI 21-116, PARA 5.15.10.7.12
29.2	IS ALL TMDE PROPERLY CALIBRATED?	AFI 21-116, PARA 5.15.10.7.12 TO 00-20-14
29.3	ARE TMDE ASSETS PROPERLY HANDLED, CONTROLLED, AND STORED?	TO 00-20-14, PARA 3.8.1.8
29.4	ARE ALL ITEMS LISTED ON THE MASTER TMDE CALIBRATION SCHEDULE AND MARKED PROPERLY?	AFI 21-116, PARA 10.4.5 TO 00-20-14
29.5	ARE ALL TMDE LABELS PROPERLY ANNOTATED?	TO 00-20-14
29.6	ARE ALL ASSOCIATED ACCESSORIES AND TOs/MANUALS AVAILABLE?	TO 00-20-14
CCO-30	HAS AN EFFECTIVE TOOL CONTROL PROGRAM BEEN ESTABLISHED AND IMPLEMENTED?	AFI 21-116 AFI 23-111 AFMAN 23-110_V2, PT 13, CHAP 8
30.1	DOES THE UNIT HAVE AN EFFECTIVE PROGRAM ESTABLISHED FOR MANAGING AND ACCOUNTING FOR TOOLS?	AFI 21-116, PARA 1.18
30.2	DOES THE UNIT COMPLY WITH TOOL MANAGEMENT PROCEDURES?	AFI 21-116 PARA 1.18.1 & LOCAL GUIDANCE
30.2.1	Are tools inspected periodically for serviceability?	AFI 21-116, para 1.18.1.11

ITEM NO	ITEM	REFERENCES
30.2.2	Are mobility tool kits marked and serviceable?	AFI 21-116, para 1.12
30.2.3	Are all tools available and on-hand?	AFI 21-116, para 1.10
CCO-31	ARE EQUIPMENT SYSTEMS MANAGED BY THE COMM UNIT AND SCHEDULED/UNSCHEDULED REPAIR ACTIONS EFFECTIVELY ACCOMPLISHED AND PROPERLY DOCUMENTED?	AFI 21-103 AFI 21-116 TO 00-5-SERIES TO 00-20-1 TO 00-20-2 TO 00-35D-2
31.1	IS EQUIPMENT STATUS REPORTING (ESR) ACCURATELY ACCOMPLISHED (E.G., WORK UNIT CODE [WUC], DOWNTIME/DELAY [DTC/DC] CODES) AND SEQUENCES PROPERLY USED?	AFI 21-103, CHAP 6 AND ATCH 6 - 7
31.2	IS THE EQUIPMENT INVENTORY LISTING (EIL) ACCURATE, REFLECT ALL EQUIPMENT BEING MAINTAINED AND THE PROPER EQUIPMENT STATUSES (E.G., ACTIVE/INACTIVE, LOSS/GAIN, ETC)?	AFI 21-103, CHAP 6 AFI 21-116 TO 00-20-2
31.3	IS JOB DATA DOCUMENTATION ACCURATELY ACCOMPLISHED (E.G., WUC, CC, COMPREHENSIVE NARRATIVES, ETC) AND SIMILAR TO THE ESR DOCUMENTATION?	IMDS MANUALS
31.4	ARE PREVENTIVE MAINTENANCE INSPECTIONS (PMI) IDENTIFIED, PERFORMED, AND DOCUMENTED?	AFI 21-103, CHAP 6 AFI 21-116 TO 00-20-1 TO 00-20-2
31.4.1	Are deferred PMIs annotated and tracked?	AFI 21-103, Chap 6 AFI 21-116
31.4.2	Are all the PMIs required for a system listed on the Master PMI listing?	AFI 21-116, PARA 7.7.4
31.4.3	Is ESR being reported on red and amber PMIs if required?	AFI 21-103, PARA 6.2.5
Equipment Control Officer (ECO) (OPR: AF ISR AGENCY/A6SE/A6OC)		
CCO-32	DOES THE EQUIPMENT CONTROL OFFICER (ECO) PROGRAM MEET ALL REQUIREMENTS? IS A COPY OF AFI 33-112 AVAILABLE?	AFI 33-112
32.1	HAS THE CSO APPOINTED A PRIMARY AND ALTERNATE ECO IN WRITING? DOES THE SELECTED INDIVIDUAL MEET THE CRITERIA AS NOTED IN AFI 33-112?	AFI 33-112, PARA 6.12, 10.1 AND 15.1
32.2	DOES THE ECO RECEIVE ALL COMPUTER SYSTEMS, ENSURING ACCOUNTABILITY AND COMPLETION OF ALL NECESSARY DOCUMENTATION?	AFI 33-112, PARA 10.2.1 AND 22.1

ITEM NO	ITEM	REFERENCES
32.3	DOES THE ECO ACCOUNT FOR IT, ACCORDING TO AFI 33-112, UTILIZING AIM?	AFI 33-112, PARA 10.2.1
32.4	DOES THE ECO ASSIST THE EC IN DETERMINING OWNERSHIP OF ALL FOB IT ASSETS AND TAKES APPROPRIATE ACTION TO ENSURE ACCOUNTABILITY?	AFI 33-112, PARA 10.2.3
32.5	DOES THE ECO DIRECT ECS TO CONDUCT A COMPLETE ANNUAL INVENTORY OF ALL IT ASSETS ASSIGNED TO THE ECS AIM ACCOUNT AND AN ANNUAL REVIEW OF EC APPOINTMENT LETTERS TO ENSURE THE PRIMARY AND ALTERNATE EC NAMES ARE CURRENT AND THEY HAVE COMPLETED ANNUAL EC TRAINING? DOES THE ECO ENSURE COMPLETION OF THE ANNUAL PHYSICAL INVENTORY AND THAT EC APPOINTMENTS ARE RENEWED ANNUALLY?	AFI 33-112, PARA 10.2.5
32.6	DOES THE ECO PREPARE AIM BAR CODE LABELS AND PROVIDE THEM TO THE EC AS NEEDED?	AFI 33-112, PARA 10.2.10
32.7	DOES THE ECO WORK WITH THE EC TO UPDATE THE INVENTORY AS DICTATED BY A ROS?	AFI 33-112, PARA 10.2.11
32.8	DOES THE ECO COMPLETE OUT-PROCESSING FOR DEPARTING ECS UPON TRANSFER OF ACCOUNT AND RECEIPT OF NEW APPOINTMENT LETTERS?	AFI 33-112, PARA 10.2.12
32.9	DOES THE ECO PROVIDE GUIDANCE AND TRAINING FOR THE ECS?	AFI 33-112, PARA 10.2.13
32.10	DOES THE ECO RECEIVE GUIDANCE AND DIRECTION FROM THE MECO?	AFI 33-112, PARA 10.2.14
32.11	DOES THE ECO CORRECTLY CODE DEPLOYED COMPUTER SYSTEMS IN AIM AS DIRECTED BY HQ USAF OR MAJCOM AND AUTHORIZED BY THE APPLICABLE CSO?	AFI 33-112, PARA 10.2.16
32.12	DOES THE ECO ATTEMPT TO REUTILIZE EXCESS ORGANIZATIONAL IT ASSETS THAT MEET MINIMUM ARCHITECTURE STANDARDS BEFORE OFFERING EQUIPMENT TO ORGANIZATIONS OUTSIDE THE DRA, WHEN ALLOWED BY THE PARENT MAJCOM?	AFI 33-112, PARA 10.2.18
32.13	DOES THE ECO WORK WITH ANY TENANT ECO TO ESTABLISH A HOST TENANT AGREEMENT IDENTIFYING ANY ASSISTANCE REQUIRED, SUCH AS AIM CONNECTIVITY?	AFI 33-112, PARA 10.2.25

ITEM NO	ITEM	REFERENCES
32.14	DOES THE ECO COORDINATE ON ALL HOST TENANT AGREEMENTS CONCERNING IT ASSET MANAGEMENT?	AFI 33-112, PARA 10.2.28
<p align="center">Equipment Custodian (EC) (OPR: AF ISR AGENCY/A6SE/A6OC)</p>		
32.15	ARE ECS AND ALTERNATES APPOINTED IN WRITING BY THE ORGANIZATIONAL COMMANDER NO LATER THAN 45 DAYS PRIOR TO THE PROJECTED DEPARTURE OF THE CURRENT EC?	AFI 33-112, PARA 7.5.
32.16	ARE ECS RESPONSIBLE FOR ALL ASSIGNED IT HARDWARE ASSETS?	AFI 33-112, PARA 11.1.
32.17	DO THE ECS PERFORM AN ANNUAL PHYSICAL INVENTORY OF ALL ITEMS IN THE ACCOUNT? UPON COMPLETION, DOES THE EC AND THE ORGANIZATIONAL COMMANDER OR EQUIVALENT SIGN THE INVENTORY WITH THE ORIGINAL COPY RETAINED BY THE EC AND A COPY FOR THE ECO FILE?	AFI 33-112, PARA 11.1.1.
32.18	DOES THE EC ENSURE ALL ACCOUNTABLE IT HARDWARE EQUIPMENT HAS AN AIM BAR CODE LABEL ATTACHED WHEN PRACTICAL?	AFI 33-112, PARA 11.2.
32.19	DOES THE EC OBTAIN APPROVAL AND COORDINATE ALL POTENTIAL TRANSFERS OF COMPUTER SYSTEMS BETWEEN ACCOUNTS WITH THE APPLICABLE ECO? NOTE: ECS HAVE NO AUTHORITY TO TRANSFER COMPUTER SYSTEMS OUTSIDE THEIR ACCOUNT.	AFI 33-112, PARA 11.3.
32.20	DOES THE EC SIGN FOR NEW EQUIPMENT RECEIVED THROUGH THE ECO?	AFI 33-112, PARA 11.5.
32.21	DOES THE EC PROVIDE APPROPRIATE DOCUMENTATION TO THE APPLICABLE ECO TO CLEAR THE ACCOUNT OF EQUIPMENT THAT WAS SHIPPED TO ANOTHER BASE/LOCATION, TRANSFERRED TO ANOTHER ACCOUNT, DONATED TO A SCHOOL, OR TURNED-IN TO DRMO?	AFI 33-112, PARA 11.7.
32.22	HAS THE EC CONDUCTED A JOINT PHYSICAL INVENTORY (OUTGOING EC WITH INCOMING EC) AND RECONCILED ANY MISSING ITEMS, VIA ROS OR HAND RECEIPT, BEFORE PERMANENT CHANGE OF STATION, PERMANENT CHANGE OF ASSIGNMENT, SEPARATION, OR RETIREMENT	AFI 33-112, PARA 11.10.

ITEM NO	ITEM	REFERENCES
	(MINIMUM OF 30 DAYS PRIOR)?	
32.23	DOES THE EC OUT-PROCESS THROUGH THE APPLICABLE ECO?	AFI 33-112, PARA 11.9.
32.24	DOES THE EC INITIATE THE ROS PROCESS ACCORDING TO AFMAN 23-220, CONCERNING ANY LOST, DAMAGED, OR DESTROYED IT ASSETS?	AFI 33-112, PARA 11.12.
32.25	DOES THE EC PROVIDE THE APPLICABLE ECO A SERIALIZED NUMBERED LIST OF DEPLOYED IT ASSETS?	AFI 33-112, PARA 11.14.
32.26	DOES THE EC RECEIVE AND SECURE ALL IT ASSETS, IF NOT RECEIVED BY THE ECO, UNTIL PROPER ACCOUNTABILITY IS ESTABLISHED?	AFI 33-112, PARA 11.15.
SERVICE LEVEL AGREEMENTS, MEMORANDUMS OF AGREEMENTS, MEMORANDUMS OF UNDERSTANDING (OPR: HQ AF ISR AGENCY/A6XE)		
CCO-33	DOES UNIT HAVE AN SLA, MOA, OR MOU FOR NETWORK SUPPORT REQUIREMENTS THAT EXCEED CORE SERVICES?	AFI 33-115V1, 6.4
IT PORTFOLIO MANAGEMENT (OPR: HQ AF ISR AGENCY/A6XE)		
CCO-34	HAVE IT PORTFOLIO MANAGEMENT POINTS OF CONTACT (POCS) BEEN DESIGNATED TO COMMUNICATE SAF/XC AND SAF/AQ GUIDANCE AND DIRECTION TO IT PROGRAM/PROJECT MANAGERS, ORGANIZATIONAL INFORMATION SYSTEM SECURITY OFFICER (ISSO), FINANCIAL PROGRAM/PROJECT MANAGERS, AND OTHERS RESPONSIBLE FOR IT PORTFOLIO MANAGEMENT DATA COLLECTION AND MAINTENANCE?	AFI 33-141, PARA 1.5.5
34.1	HAVE PROGRAM MANAGERS PERIODICALLY REVIEWED AND CORRECTED ALL BUDGET AND PM DETAIL AND SUPPORTING DOCUMENTATION IN EITDR?	AFI 33-141, PARA 1.5.6
34.2	HAVE ALL IT SYSTEMS, INCLUDING STAND-ALONE SYSTEMS, MAINTAINED A CERTIFICATION AND ACCREDITATION PACKAGE?	AFI 33-141, PARA 1.6.7.1.
34.3	Were Plan of Action and Milestones (POA&M) submitted for systems without a current C&A (or with an Interim Approval to Operate) or systems without an Approval to Operate (ATO)? Are the current POA&M	AFI 33-141, PARA 1.6.7.1 - 2

ITEM NO	ITEM	REFERENCES
	dates reflected in EITDR?	
34.4	Has the C&A data been collected and reported annually to meet FISMA reporting requirements?	AFI 33-141, PARA 1.6.7.2
Engineering & Installation (AF ISR AGENCY/A600)		
CCO-35	ARE MILESTONES, TIMELINES, AND BUDGET INFORMATION FOR EACH PROJECT LIFECYCLE (PLANNING, ENGINEERING, PRE-IMPLEMENTATION, IMPLEMENTATION, DOCUMENTATION) PROVIDED IAW THE AF ISR AGENCY E&I PRIORITY LIST?	AFISRAI 33-117
Base Civil Engineer Support Requirements and Responsibilities (OPR: HQ AF ISR AGENCY/A6XR)		
CCO-36	DO COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (C4) PLANNERS SUPPORT APPROPRIATE BASE CIVIL ENGINEER COMMUNICATION ACTIVITIES?	AFI 33-104, PARA 3.8.2.1 AFI 65-601_V1, PARA 9.8.3
36.1	DO THE AFISRA C4 PLANNERS COORDINATE WITH HOST BASE C4 PLANNERS TO ENSURE AWARENESS OF CIVIL ENGINEERING (CE) MILITARY CONSTRUCTION PROJECTS?	AFI 33-104, PARA 3.8.2.1
36.2	DO THE AFISRA C4 PLANNERS ATTEND PRE-PROJECT DEFINITION CONFERENCES AND PROJECT REVIEWS WITH THE HOST BASE C4 PLANNERS?	AFI 33-104, PARA 3.8.2.1
36.3	DO THE C4 PLANNERS PROVIDE DESIGN COMMENTS?	AFI 33-104, PARA 3.8.2.1
36.4	DO THE AFISRA C4 PLANNERS PARTICIPATE IN MILITARY CONSTRUCTION ACCEPTANCE INSPECTIONS WITH THE HOST BASE C4 PLANNERS?	AFI 33-104, PARA 3.8.2.1
36.5	ARE THE AFISRA C4 PLANNERS FAMILIAR WITH FUNDING COMMUNICATION REQUIREMENTS (INCLUSIONS AND EXCLUSIONS) FOR CONSTRUCTING, ADDING TO, OR ALTERING A NEW FACILITY?	AFI 65-601_V1, PARA 9.8.3
36.6	ARE THE AFISRA C4 PLANNERS FAMILIAR WITH AF PREWIRING GUIDANCE FOUND IN ENGINEERING TECHNICAL LETTER (ETL) 02-12,	AFI 65-601_V1, PARA 9.8.3

ITEM NO	ITEM	REFERENCES
	<i>Communications and Information System Criteria for Air Force Facilities?</i>	
36.7	DO THE AFISRA C4 PLANNERS HAVE A COPY OF ETL 02-12?	AFI 65-601_V1, PARA 9.8.3
Project Support Requirements and Responsibilities (OPR: HQ AF ISR AGENCY/A6XR)		
CCO-37	ARE PROJECT PACKAGES REVIEWED BY ALL AFFECTED AGENCIES AND, WHEN POTENTIAL PROBLEMS ARE IDENTIFIED, ARE THEY RESOLVED WITH THE BASE PROJECT MANAGER AND PROJECT ENGINEER BEFORE THE INSTALLATION TEAM ARRIVES?	AFI 33-104, PARA 4.2.7.1
37.1	ARE PROJECT MANAGERS ASSIGNED TO COORDINATE ALL ACTIONS BEFORE, DURING, AND AFTER INSTALLATIONS?	AFI 33-104, PARA 4.2.7.1.1
37.2	ARE PROJECT MANAGERS FAMILIAR WITH PREINSTALLATION ACTIVITIES?	AFI 33-104, PARA 4.2.7.1
37.3	ARE PROJECT MANAGERS FAMILIAR WITH ALL INSTALLATION ACTIVITIES?	AFI 33-104, PARA 4.2.7.2
37.4	ARE PROJECT MANAGERS FAMILIAR WITH POSTINSTALLATION ACTIVITIES?	AFI 33-104, PARA 4.2.7.3
37.5	IS PROJECT SUPPORT AGREEMENT (PSA), STATEMENT OF WORK (SOW), OR OTHER PLANNING DOCUMENTS COORDINATED WITH HOST BASE PROJECT MANAGER AND ALL AFFECTED AGENCIES?	AFI 33-104, PARA 4.2.7.1.3 AND 4.2.7.1.15
37.6	DOES THE AFISRA PROJECT MANAGER ENSURE THE HOST BASE PROJECT MANAGER HOST TEAM MEETINGS THROUGHOUT THE PROJECT LIFE CYCLE?	AFI 33-104, PARA 4.2.7.1.5
C-I System Installation Records Requirements (OPR: HQ AF ISR AGENCY/A6XR)		
CCO-38	ARE C-I SYSTEM INSTALLATION RECORDS (CSIRS) DEVELOPED FOR C-I SYSTEMS THAT ARE INTEGRAL PARTS OF THE BASE INFRASTRUCTURE OR CONNECT/INTERFACE WITH THE BASE C-I INFRASTRUCTURE?	AFI 21-404, PARA 2.1
38.1	ARE CSIRS DEVELOPED AND MAINTAINED FOR AFISRA FACILITIES, CONTROLLED AREAS, AND ASSOCIATED C-I SYSTEMS INFRASTRUCTURE?	AFI 21-404, PARA 3.5
38.2	ARE CSIRS DEVELOPED FOR C-I SYSTEMS THAT ARE INTEGRAL PARTS OF AFISRA FACILITIES, CONTROLLED AREAS, AND ASSOCIATED C-I SYSTEMS INFRASTRUCTURE OR	AFI 21-404, PARA 2.1 AND 3.5

ITEM NO	ITEM	REFERENCES
	CONNECT/INTERFACE WITH THE BASE C-I INFRASTRUCTURE?	
38.3	ARE CSIRS DEVELOPED FOR PERMANENTLY MOUNTED TRANSPORTABLE SYSTEMS THAT ARE CONSIDERED PART OF AFISRA INFRASTRUCTURE?	AFI 21-404, PARA 2.1.2
38.4	HAS THE CSO APPOINTED A CSIR MANAGER?	AFI 21-404, PARA 3.2.1
CSIR Manager Role and Responsibilities		
38.5	DOES THE CSIR MANAGER SET UP AND MAINTAIN A MASTER CSIR FILE FOR AFISRA SYSTEMS OR FACILITIES?	AFI 21-404, PARA 3.3.1
38.6	DOES THE CSIR MANAGER WORK WITH THE CONTRACTING OFFICE AND THE CONTRACTORS TO ESTABLISH CSIRS OR ACCEPTABLE CONTRACTORMAINTAINED RECORDS?	AFI 21-404, PARA 3.3.6
38.7	DOES THE CSIR MANAGER ENSURE ALL RECORDS ARE REVIEWED ANNUALLY?	AFI 21-404, PARA 3.3.7
38.8	DOES THE CSIR MANAGER MAINTAIN AND DISPOSE OF CSIRS IAW APPLICABLE GUIDANCE?	AFI 21-404, PARA 3.3.8
38.9	DOES THE CSIR MANAGER ENSURE CONTRACTED AND MILITARY INSTALLATION ACTIVITIES, OR THE APPLICABLE WORK CENTER, PROVIDE ACCURATE, UPDATED, DRAWING INFORMATION USING CURRENT CSIRS WHEN AVAILABLE?	AFI 21-404, PARA 3.3.3 AND 4.2.1
Unit Level PWCS Management Responsibilities and Requirements (OPR: HQ AF ISR AGENCY/A6XR)		
CCO-39	ARE ALL REPORTABLE PWCS ASSETS TRACKED IN THE ASSET INVENTORY MANAGEMENT SYSTEM (AIMS)?	AFI 33-106, PARA 4.7.10
39.1	HAVE THE USING ACTIVITY CCs APPOINTED, IN WRITING, A PRIMARY AND ALTERNATE PWCS MANAGER?	AFI 33-106, PARA 4.12.1.1
39.2	HAS A COPY OF THE MOST CURRENT APPOINTMENT MEMO BEEN FORWARDED TO THE BASE PWCS MANAGER?	AFI 33-106, PARA 4.12.3.1
39.3	HAVE UNIT PWCS MANAGERS REPORTED LOST OR DAMAGD PWCS ASSETS TO THE BASE PWCS MANAGER AND INITIATED A REPORT OF SURVEY (ROS) AS REQUIRED?	AFMAN 23-220 AFI 33-106, PARA 4.12.3.8
39.4	HAVE UNIT PWCS MANAGERS IMPLEMENTED A	AFI 33-106, PARA

ITEM NO	ITEM	REFERENCES
	UNIT-LEVEL USER TRAINING PROGRAM TO INCLUDE PROPER HANDLING AND USE OF EQUIPMENT AND MONITORING AND CONSENT REQUIREMENTS?	4.12.3.13 AND 4.12.3.15
39.5	DOES PWCS EQUIPMENT HAVE TELEPHONE MONITORING NOTIFICATION DECALS AFFIXED OR IS THE UNIT MAINTAINING FORMS, SIGNED BY USERS, CONTAINING NOTICE AND CONSENT STATEMENT FOR 6 MONTHS AFTER DEVICE WAS RETURNED?	AFI 33-106, PARA 4.12.3.2 - 3
39.6	HAVE UNIT PWCS MANAGERS PERFORMED AN INVENTORY OF REPORTABLE PWCS EQUIPMENT: - AT LEAST ANNUALLY? - PRIOR TO A CHANGE IN PWCS MANAGERS? - AS REQUESTED BY THE UNIT/CC?	AFI 33-106, PARA 4.12.3.2 - 3
39.7	HAS THE UNIT PWCS MANAGER RETAINED FOR AT LEAST ONE YEAR A COPY OF THE INVENTORY, SIGNED BY THE PWCS MANAGER AND VALIDATED BY THE UNIT/CC?	AFI 33-106, PARA 4.12.3.2 - 3

2. Adopted Forms. AF Form 847, *Recommendation for Change of Publication*.

BRADLEY HEITHOLD, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

ACP 121 US SUP 1,

AF INTELINK CONOP

AFI 10-401, *Air Force Operations Planning And Execution*

AFI 21-404, *Developing And Maintaining Communications And Information Systems Installation Records*

AFI 31-401, *Information Security Program Management*

AFI 31-401_AFISRASUP_I, *Information Security Program Management*

AFI 33-104, *Base-Level Planning And Implementation*

AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, And The Military Affiliate Radio System*

AFI 33-112, *Information Technology Hardware Asset Management*

AFI 33-112_AFISRASUP_I, *Information Technology Hardware Asset Management*

AFI 33-113, *Managing Air Force Messaging Centers*

AFI 33-114, *Software Management*

AFI 33-115V1, *Network Operations (NETOPS)*

AFI 33-115V2, *Licensing Network Users and Certifying Network Professionals*

AFI 33-119, *Air Force Messaging*

AFI 33-129, *Web Management and Internet Use*

AFI 33-138, *Enterprise Network Operations Notification and Tracking*

AFI 33-141, *Air Force Information Technology (IT) Portfolio Management and IT Investment Review*

AFI 33-200, *Information Assurance (IA) Management*

AFI 33-202V1, *Network and Computer Security*

AFI 33-360, *Publications and Forms Management*

AFI 36-2201V1, *Training Development, Delivery and Evaluation*

AFI 36-2201V3, *Air Force Training Program on the Job Training Administration*

AFI 65-601V1, *Budget Guidance And Procedures*

AFI 90-201, *Inspector General Activities*

AFMAN 14-304, *The Security, Use, and Dissemination of Sensitive Compartmented Information*

AFMAN 33-326, *Preparing Official Communications*

AFMAN 37-104, *Managing Information to Support the Air Force Mission*

AFPD 31-4, *Information Security*

AFPD 33-2, *Information Assurance (IA) Program*

AFPD 90-2, *Inspector General—The Inspection System*

AFISRAI 31-401, *Information Security Program for Headquarters Air Force Intelligence, Surveillance, and Reconnaissance Agency*

AFISRAI 33-105, *Enterprise Architecture Planning and Management*

AFISRAI 33-111, *Enterprise Interoperability*

AFISRAI 33-117, *Engineering and Installation (E&I)*

COI-101, *National Security Agency Central Security Service. Critical Intelligence Communications System (CRITICOMM) Operating Instruction*

DCA OPLAN 1-96

DCID 1/12, *Intelligence Community Human Capital*

DISAC 310-70-1, *DII Technical Control Test Procedures*

DODI 4525.8/AF SUP 1, *DoD Official Mail Management*

DODR 5105.21-M-1, *Department of Defense Sensitive Compartmented Information Administrative Security Manual*

DODI 4525.8, *DoD Official Mail Management*

DODR 5200.1-R, *Information Security Program*

DODR 5200.33-R, *Defense Courier Service Regulation*

DODR 5400.7/AF SUP, *DOD Freedom of Information Act Program*

DoDI 8510.01, *Department of Defense Information Assurance Certification and Accreditation Process (DIACAP) Instruction*

DOI-103, *DSSCS Operating Instruction System/Data Procedures*

DOI-101, *DSSCS Operation Instruction Address Groups*

JDCSISS, *Joint DoDRIIS Cryptologic SCI Information Systems Security Standards*

USSID 301, *Subject is (FOUO)*

Acronyms

ACC—Air Combat Command

ACCI—Air Combat Command Instruction

ADO—Activity Distribution Office

AES—AF ISR AGENCY Enterprise Solutions

AF—Air Force

AF—CIO—Air Force Chief Information Officer

AFI—Air Force Instruction

AFJQS—Air Force Job Qualification System

AFMAN—Air Force Manual

AFMS—Air Force Manpower Standard

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AFSSI—Air Force System Security Instruction

AFISRAICL—Air Force Intelligence, Surveillance, and Reconnaissance Agency Instruction Checklist

AFISRAI—Air Force Intelligence, Surveillance, and Reconnaissance Agency Instruction

AIG—Address Indicator Group

AL—Address Group

ALDAGS—Applied Longitudinal Data Analysis Group System

ANG—Air National Guard

ASIM—Automated Systems Integration Management

ATCH—Attachment

ATCMD—Advance Transportation Control and Movement Document

ATO—Approval to Operate

C&I—Communications and Information

C&SRL—Compliance and Standardization Requirements List

CAMS—Core Automated Maintenance System

CC—Commander

CCI—Core Compliance Item

CCO—Critical Compliance Objective

CCSD—Command Communications Service Designator

CFETP—Career Field Education and Training Plan

CIPS—Combined Intelligence Publishing Service

CIPSFM—Combined Intelligence Publishing Service Functional Manager

CITS—Communications Information Technology Section

CMO—CRITICOMM Multiplex Order

CND—Computer Network Defense

COI—CRITICOMM Operating Instruction

CRITICOMM—Critical Intelligence Communications System
CSA—Computer Support Administrator
CSAF—Chief of Staff of the Air Force
CSF—CRITICOMM Support Facility
CSIR—Communications Systems Installation Records
DAA—Designated Approving Authority
DAG—Defense Special Security Communications System Address Group
DAPS—Defense Automated Printing Service
DCS—Defense Communications System
DHCP—Dynamic Host Configuration Protocol
DIACAP— Department of Defense Information Assurance Certification and Accreditation Process
DII COE—Defense Information Infrastructure Common Operating Environment
DISAC—Defense Information Systems Agency Circular
DISA—Defense Information Systems Agency
DMM—Domestic Mail Manual
DMS—Defense Message System
DoDD—Department of Defense Directive
DoD—Department of Defense
DoDI—Department of Defense Instruction
DoDR—Department of Defense Regulation
DOI— DSSCS Operating Instruction
DSSCS—Defense Special Security Communications System
DVIAN—Defense Visual Information Activity Number
E&I—Engineering and Installation
EC—Equipment Custodian
EITDR—Enterprise Information Technology Data Repository
FISMA— Federal Information Security Management Act
FM—Functional Manager
FOUO—For Official Use Only
FSA—Functional System Administrator
GCI—General Compliance Item
GPC—Government Purchase Card

GPS—Global Positioning System
HQ—Headquarters
IAAM—Information Assurance Awareness Manager
IAAP—Information Assurance Awareness Program
IA—Information Assurance
IAM—Information Assurance Manager
IAO—Information Assurance Officer
IBT—Internet-Based Training
IC—Intelligence Community
IMDS—Integrated Maintenance Data System
IM—Information Management
IMM—International Mail Manual
IP—Internet Protocol
IRP—Internet Release Package
IS—Information System
ISMC—Intelink Service Management Center
ISSO—Information Systems Security Officer
IT—Information Technology
JWICS—Joint Worldwide Intelligence Communications System
LCC—Local Control Center
LRU—Line Replaceable Unit
MDV—Mobile Distribution Vehicle
MIMS—Multimedia Information Management System
MSL—Master Station Log
NCC—Network Control Center
NIPRNet—Nonsecure Internet Protocol Router Network
NO—Network Operator
NOSC—Network Operations and Support Center
NSA—National Security Agency
NTP—Network Time Protocol
OGE—Office of Government Ethics
OMM—Official Mail Manager

OPR—Office of Primary Responsibility
PAS—Privacy Act Statement
PED—Personal Electronic Device
PKI—Public Key Infrastructure
PM—Program Manager
PMI—Preventive Maintenance Inspection
POA&M—Plan of Action and Milestones
POC—Point of Contact
PSCF—Primary Systems Control Facility
PTF—Patch and Test Facility
PWCS—Personnel Wireless Communications System
QC—Quality Control
RADAY—Radio Day
RCSF—Remote Cryptologic Support Facility
RCS—Report Control Symbol
RDS—Records Disposition Schedule
ROSC—Regional Operations and Security Center
RP—Restoration Priority
SCIF—Sensitive Compartmented Information Facility
SIIM—Site Intelink Information Manager
SIPRNet—Secret Internet Protocol Router Network
SITREP—Situation Report
SMTP—Simple Mail Transfer Protocol
SOP—Standard Operating Procedure
SPECAT—Special Category
SSAA—System Security Authorization Agreement
SSL—Secure Socket Layer
SSP—System Security Plan
STEM—Security Training, Education and Motivation
T&A—Test and Acceptance
TBA—Training Business Area
TCC—Telecommunications Center

TCNO—Time-Critical Network Order

TCS—Technical Control Facility

TM—Technical Manuals

TO—Technical Orders

TS/SCI—Top Secret/Sensitive Compartmented Information

TSO—Telecommunication Service Order

TSP—Telecommunication Service Priority

UCM—Unit CSIR Manager

USSID—United States Signal Intelligence Directive

UTCS—Unit Type Codes

VPN—Virtual Private Network

VTC—Video Teleconference Center

WG—Wing

WLAN—Wireless Local Area Network